Introduction

Fusion Cleaning and Restoration is committed to providing both a safe and healthy workplace as well as to promoting the health and well-being of our employees. As such, the following policy has been adopted and applies to all employees of Fusion Cleaning and Restoration

Policy

It is the policy of Fusion Cleaning and Restoration to prohibit smoking and vaping on all company premises in order to provide a safe and healthy work environment for all employees. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

Scope

This policy applies to:

Inside/Around

- All areas of buildings occupied by company employees.
- All company-sponsored offsite conferences and meetings.
- All vehicles owned or leased by the company.
- All company employees.
- All visitors (customers and vendors) to company premises.
- All contractors and consultants and/or their employees working on company premises.
- All temporary employees.
- All student interns.
- Clients homes

Procedures

Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge.

A process is in place for resolving complaints about the smoke- and vape-free policy:

- Complaints about the application of this policy should be brought to the attention of the owners, Office Manager or the Crew Manager for resolution.
- The complaint should be submitted in writing and should identify specific objections.

- Fusion Cleaning and Restoration will investigate the complaint and resolve it in accordance with this policy.

No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

Statement of Understanding

I have read and fully understand the terms of this policy.

I understand that any violation of this policy will result in disciplinary action up to and including immediate discharge.

I understand that Fusion Cleaning and Restoration reserves the right to make changes to this policy as needed.

_____

Employee Name

_____ _____

Employee Signature Date