



## TEAM MEMBER GUIDE

### **803 SMOKING, VAPING AND ELECTRONIC CIGARETTES**

The Company's smoking, vaping and electronic cigarette policy shall not contravene any Federal, Provincial or Municipal legislation.

Smoking, vaping and the use of electronic cigarettes is not permitted inside the workplace or in any Company vehicle. Smoking, vaping and the use of electronic cigarettes is only permitted outside in designated areas.

Smoking, vaping and the use of electronic cigarettes can only occur before and after working hours, during lunch periods and during designated rest or break periods. Team Members who smoke, vape or use electronic cigarettes are not permitted to take additional breaks. Doing so will be considered time theft and will be disciplined accordingly.

Team Members who contravene the Company's policy will be responsible for any and all fines levied and will be subject to the following disciplinary actions without exception:

<b>1<sup>st</sup> occurrence</b>	<b>=</b>	<b>Written Warning with Unpaid Suspension</b>
<b>2<sup>nd</sup> occurrence</b>	<b>=</b>	<b>Termination of Employment for Cause</b>

Customers who smoke, vape or use an electronic cigarette in the workplace shall be advised of the Company's policy. Customers who refuse to stop smoking, vaping or using an electronic cigarette will be responsible for any and all fines levied and will be asked to leave the premises.