

## **BACHMAN MACHINE COMPANY CORPORATE POLICY**

Effective Date: 01-01-2000 Supersedes Policy No. \_\_\_\_\_ Date: \_\_\_\_\_

SUBJECT: SMOKING POLICY

Objective: It is the objective of this policy to improve the overall health and working environment of the Bachman Machine Company workforce and its clients and customers by limiting smoking actions. As a result of changing attitude of employees and the fact that many individuals are attempting to quit or limit their smoking, the Company has initiated various actions to limit smoking to designated areas of the workplace.

Scope: This policy applies to all Bachman Machine Company locations and to all subsidiary operations.

Policy Statement: A variety of national health reports, including one's from the Surgeon General's Office, verify the fact that smoking is a serious health hazard to smokers and to nonsmokers who work around a smoker. The Company wishes to be considerate of both the nonsmoker and smokers and to fairly administer this smoking policy. As such, the following is a statement regarding smoking at the Bachman Machine Company facilities:

- Smoking will not be permitted in any administrative or private office space within the Company facilities. This policy shall be in effect twenty-four (24) hours per day, seven (7) days a week, for all employees.
- Smoking will be permitted within the plant work areas, restrooms, yards, Company vehicles and other outside locations, unless specifically posted as a no-smoking area due to being near any flammable liquids or gases.
- "No Smoking" signs will be visible for visitors, vendors, and clients entering the Company "No-Smoking" areas.

- All management and supervisory personnel will share in the responsibility of enforcing this policy and adhering to it, in addition to supporting those individuals who are making an attempt to quit smoking.
- All applicants will be made aware of the Company smoking policy before accepting any position with the Company.

Housekeeping Efforts: As a convenience to those employees who smoke, strategically located ashtrays and butt cans are placed throughout the plant in areas designated for smoking. The use of these ashtrays and butt cans are crucial to the continuance of this liberal smoking policy. At any point when the Company finds that work areas are becoming littered with cigarette butts or that smoking has created additional housekeeping tasks, fire insurance or plant cleanliness problems, the smoking policy will be modified to include no smoking inside of Company facilities.

Disciplinary Actions: Violation of the smoking policy will be subject the individual(s) to progressive disciplinary actions starting from a verbal warning up to, and including, termination of their employment.

Effect: The effect of this policy shall be to:

- Designate those areas of the Company where smoking is permitted.
- Administer a policy regarding smoking issues that is considerate of both the smoker and the nonsmoker.
- Promote and improve the health and the working environment of Bachman Machine Company employees.
- Assign general responsibility to monitor the smoking policy to all management and supervisory personnel.
- Identify the progressive disciplinary action that can be taken against those individual who violate the smoking policy.