



## Tobacco Free Workplace Policy

**DATE: June 3, 2010**

**TO: All Employees**

**FROM: Bill Jayne, Bruce Jayne, Dale Jayne**

**RE: Tobacco-Free Workplace**

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**In our ongoing effort to provide a healthy, safe and comfortable work environment for all our employees, we are implementing a company-wide Tobacco Free Workplace Policy effective July 4<sup>th</sup>, 2010.**

All tobacco products, including smokeless/chewing tobacco and electronic cigarettes, will be strictly prohibited throughout all Hall's locations: this includes all indoor facilities, outdoor areas and parking lots, and company vehicles.

This policy applies to all Hall's employees, customers, contractors and visitors.

The policy is being announced one month in advance in order to give tobacco users time to adapt to its restrictions and to facilitate a smooth transition to a tobacco-free environment. Those employees who use tobacco products and would like to quit are invited to participate in the cessation programs being offered by the company. Please contact your Wellness Coach for help in developing personalized plans to quit smoking.

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of all employees who smoke and do not smoke. Each one of us shares the responsibility for adhering to and enforcing this policy.

Failure to comply with all of the provisions of this policy will result in disciplinary action that can lead up to and include termination.

Any questions you may have regarding this policy should be directed to Terry Myers at extension 312.

Thank you for your cooperation.

# HALL'S TOBACCO-FREE WORKPLACE POLICY

Effective July 4, 2010, Hall's will implement a company-wide tobacco-free policy for all employees, customers, contractors and visitors in order to provide a clean, healthy, productive and safe environment for all.

## I. POLICY

This policy is in effect during and after work hours and will apply to:

- All Hall's Corp employees on all shifts;
- Customers, vendors, clients, consultants, contractors and all other visitors

Smoking and tobacco use of any kind will be prohibited on all Hall's owned and/or leased locations/premises: this includes all internal facilities and areas, all parking lots, all entrances and exits, and all company owned and/or leased vehicles.

No ashtrays will be permitted on company property.

## II. PROCEDURE

Copies of this policy shall be distributed to all current and future employees and posted on the premises and available for inspection upon request.

Hall's shall not discharge, refuse to hire or in any manner retaliate against an employee, applicant or customer who exercises any rights afforded by this policy, or anyone who reports or attempts to prosecute a violation of this policy.

Failure to comply with all of the provisions of this policy will result in disciplinary action that can lead up to and include termination.

Any disputes involving the policy should be handled through the company's established procedures for resolving other work-related problems. If the problem persists, an employee should contact Human Resources.

## III. TOBACCO CESSATION OPPORTUNITIES

Hall's encourages all employees who use tobacco products to quit such usage. Information on cessation programs is available upon requests made to your Wellness Coach, Brian Bahr, at extension 322 or at [bbahr@hallscorp.com](mailto:bbahr@hallscorp.com).

## IV. QUESTIONS

Any questions regarding the tobacco-free workplace policy should be directed to Terry Myers at extension 312, or Brian Bahr at extension 322.