

TOBACCO USE

I. OBJECTIVE

It is GVEA's policy that employees have the right to work in an environment free of tobacco use.

II. POLICY

- A. To protect the health of employees, effective January 1, 2021 GVEA will be tobacco free. Smoking and the use of tobacco products (as defined in Administrative Manual Procedure 6.4) is prohibited on all property owned, leased or under the control of GVEA, including, but not limited to buildings and surrounding grounds, walkways and sidewalks, work sites (as defined in Administrative Manual Procedure 6.4), parking lots, and company vehicles.
- B. Any employee violating this policy will be disciplined in accordance with GVEA's Progressive Discipline Administrative Manual Procedure 3.13.
- C. This policy applies to all employees, contractors and vendors.

III. RESPONSIBILITY

- A. All employees, contractors and vendors are responsible for complying with this policy.
- B. All supervisors and Division Executives will be responsible for compliance and enforcement of this policy.
- C. The President & CEO will be responsible for ensuring compliance with this policy.

ADOPTED: July 24, 1989  
AMENDED: November 4, 2020