

## **\*\*\* EFFECTIVE MARCH 1, 2017 \*\*\***

### Smoke-/Tobacco-Free Workplace Policy

VSP Global (“VSP”) is committed to providing a safe and healthy workplace and to promoting the health and well-being of our employees, contingent workers, student interns, and visitors. The following Smoke-/Tobacco-Free Workplace Policy (“Policy”) applies to all employees, contingent workers, student interns, and visitors to VSP facilities. VSP prohibits smoking and other tobacco related use at all facilities within the United States during work and/or non-work hours. The Policy includes, but is not limited to:

- Lighting, smoking or carrying a lighted or smoldering cigarette, cigar, or pipe of any kind
- e-Cigarettes
- Vaping
- Chewing tobacco and tobacco-free products
- All personal vehicles while parked on company-owned property, parking lots, walkways and common areas
- All vehicles owned or leased by the company – i.e. cars, trucks, vans, mobile coaches

#### **VSP Leased Properties**

Unless specified within the leasing contract, VSP cannot mandate a smoke-/tobacco-free worksite. However, Company policy requires employees, contingent workers, student interns, and visitors who choose to smoke, use e-cigarettes, vape, and/or partake of tobacco products to do so a minimum of fifty (50) yards from any building entrance/exit.

#### **Mobile Response Events**

This Policy extends to remote work environments established as a result of the Company’s mobile response efforts. Employees, contingent workers, student interns, and visitors to VSP facilities participating in these efforts who choose to smoke, use e-cigarettes, vape, and/or partake tobacco products are required to adhere to the aforementioned fifty (50) yard minimum distance away from the event activities.

#### **Breaks**

Regularly scheduled breaks cannot be extended to allow employees, contingent workers, student interns, and visitors to leave the facility to smoke and/or use e-cigarettes, vape, and/or partake of tobacco products during working hours. No additional time from work shall be authorized for such activity.

#### **Smoking Cessation Resources**

VSP sponsors a comprehensive smoking cessation program that includes onsite smoking cessation classes offered at no cost to employees and their dependents. There are also online and telephonic options, as well as a reimbursement program for alternative cessation methods.

### **Responsible Corporate Citizens**

If you choose to smoke during your breaks, please do so in/on public domain areas only. As a VSP Global employee, contingent workers, student interns, and visitor, you are responsible for ensuring those areas remain clean and free of cigarette butts and/or other debris.

### **Compliance**

Management staff and the service provider will be responsible for ongoing compliance with the Policy. They are expected to adhere to standard practices in resolving issues of non-conformance and maintaining expected levels of work productivity.

Violation of this Policy may result in disciplinary action, up and including termination of assignment.