



E-Cigarette & Vaping Policy

1. Purpose

To protect indoor air quality and to protect the health, safety, and comfort of clients, employees, customers, and visitors of CSTM Services Ltd.

E-cigarettes pose health risks and contain detectable levels of carcinogens and toxic chemicals. These chemicals are also present in secondhand emissions. E-cigarettes are not a safe alternative to smoking, and there is no scientific evidence that they help smokers quit.

2. Policy

This e-cigarette policy prohibits the use of electronic nicotine delivery systems (also known as e-cigarettes, e-cigars, e-hookahs, and e-pipes) anywhere that tobacco smoking is prohibited.

No vaping is permitted within the facilities of CSTM Services Ltd at any time. This includes, but is not limited to, common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer-owned or leased vehicles, and all other enclosed facilities.

This policy is effective immediately.

3. Definition

Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices.

4. Procedure

- 4.1 Staff, visitors, and clients will be informed of the CSTM Services Ltd e-cigarette-free policy through signs posted throughout properties owned and operated by CSTM Services Ltd.
- 4.2 The CSTM Services Ltd will assist employees or visitors who want to quit vaping by helping them access smoking cessation programs and materials.
- 4.3 Any client or visitor observed using e-cigarettes on owned or leased premises will be asked to discontinue in a tactful manner.
- 4.4 Any employee violations of this policy will be handled through the standard disciplinary procedure.

Signature

Position

Date