

## Policy & Procedure

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Policy Title: Smoking and Tobacco Use

Policy Number: 407

Policy:

It is the policy of AAdvantage Inc./AHS to prohibit the smoking or use of tobacco products or electronic smoking devices within company buildings, vehicles or outside of designated smoking areas.

Smoking or use of tobacco products or electronic smoking devices is permitted in designated outside areas during authorized lunch periods, before or after employees' scheduled work hours, at scheduled break times, or at other times as approved by the supervisor.

Smoking waste disposal receptacles have been placed in the designated smoking areas for employees' convenience and must be used for proper disposal.

Any disputes arising as a result of this policy should be resolved by supervisors or management, or by human resources. Employees who violate this policy will be subject to corrective action, up to and including termination.

Smokers who wish to quit are encouraged to contact human resources for information on smoking cessation options available to them.

Updated January 1, 2022