**Smoke-Free Work Environment Policy**

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At 7B Moving, we pride ourselves on maintaining a smoke free work environment out of respect for our employees, our customers, our trucks, and our reputation.

There is no smoking allowed on job sites, in Company vehicles, or while wearing Company T-shirts.

We fully understand the addiction to nicotine, and the effects that nicotine withdrawals can have on mood and quality of work. Therefore, we do allow the discrete use of chewing tobacco and electronic cigarettes. If you prefer electronic cigarettes, but do not own one, they are available for purchase through the Company.

Do’s and Don’ts about the use of chewing tobacco and electronic cigarettes:

* **Don’t:** spit in front of customers, carry “spitters” around the customers’ home or leave them in the truck where they can spill.
* **Do:** take a smaller “dip” which is less noticeable and requires less spitting.
* **Don’t**: use electronic cigarettes in front of the customer or disappear for frequent “smoke” breaks with electronic cigarettes.
* **Do**: use electronic cigarettes quickly and discretely in the box or cab of the truck between loads.

In short, be smart about it.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have fully read, understand, and agree to the 7B Moving Smoke Free Work Environment Policy.

Employee Signature Date