**PURPOSE**

Stout Excavating Group (SEG), Stout Excavating Group Texas (SEG), A-1 Express, LLC is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As such, the following policy has been adopted and applies to all employees and visitors of SEG and A-1 Express, LLC.

**POLICY**

It is the policy of SEG and A-1 Express, LLC to prohibit smoking within all company work areas, company provided vehicles, and company heavy equipment. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

**PROCEDURES**

Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge. A process is in place for resolving complaints about the smoke- and vape-free policy:

* Complaints about the application of this policy should be brought to the attention of SEG Management or the Human Resources Manager for resolution.
* The complaint should be documented and should identify specific objections.
* SEG and/or A-1 Express, LLC will investigate the complaint and resolve it in accordance with the policy.

**STAFF COMPLIANCE**

All employees are expected to abide by this policy in all respects. Non-compliance of this policy will be considered misconduct and can result in disciplinary action or termination.

Signature: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: