



**CONCEPT
PACKAGING
GROUP**

CPG Tobacco-Free Workplace Policy

CPG Human Resources

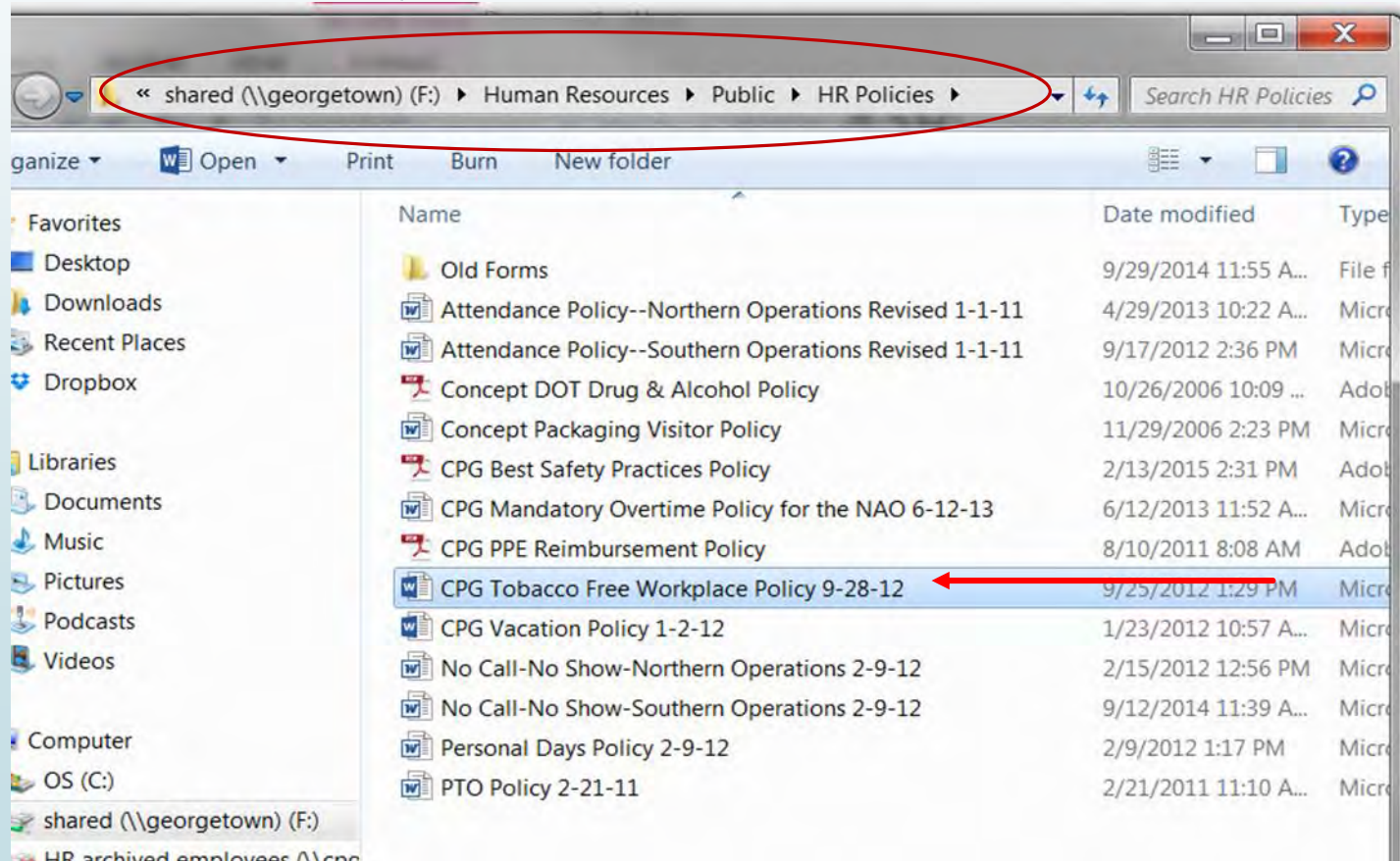
Tobacco-Free Workplace Policy

- Concept Packaging Group is committed to the safety and health of their employees; and this policy is a direct reflection of that commitment.
- Tobacco is detrimental to our physical health as well as our financial well-being.
- Since January 1, 2013, all CPG locations have been tobacco-free, with no exceptions.
- This policy applies to the main buildings and all surrounding property, including:
 - Parking lots and other outdoor property
 - Company owned or leased vehicles
 - Any vehicles on the property



Tobacco-Free Workplace Policy

- Where is the CPG Tobacco-Free Workplace Policy located?



Tobacco-Free Workplace Policy



- This policy bans the use of products such as:
 - Pipes / Cigars / Cigarettes
 - Chew / Snuff
 - Herbal spit or non-spit tobacco
 - Clove cigarettes
 - E-cigarettes
- Nicotine Replacement Therapy (NRT) products are allowed



Tobacco-Free Workplace Policy

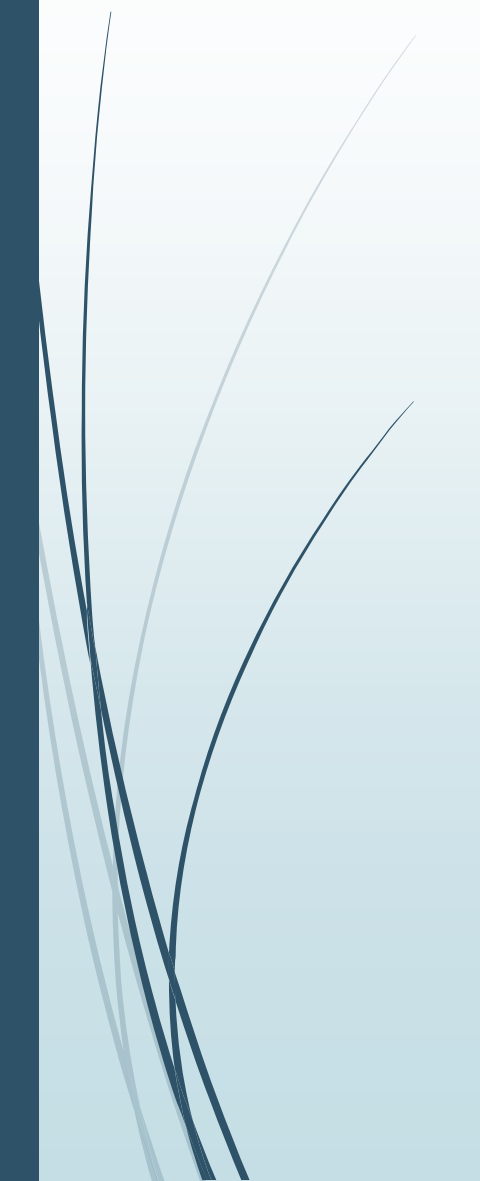
- Signs will be clearly posted at all entrances and other prominent places.



- Violation of this policy will result in a written warning for the 1st offense, progressing to termination for the 2nd offense.
- Employees are encouraged to utilize their CPG Wellness Benefits to take advantage of smoking cessation programs in your area.



Tobacco-Free Workplace Policy

- As a reminder, employees and temporaries are not allowed to leave the CPG premises except during unpaid break/lunch times. Those that leave at any other times, will be in violation of this policy.
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Tobacco-Free Workplace Policy



- Employees, visitors, suppliers and customers shall adhere to this policy.
- All employees shall:
 - Adhere to this policy
 - Avoid taking extended or extra breaks in order to adhere to the policy
 - Inform dealers, vendors, suppliers, and visitors that CPG is a tobacco-free workplace.
- Supervisors and Managers shall:
 - Enforce this policy with their staff
 - Inform job applicants of the policy.



Tobacco-Free Workplace Policy

Questions?

