

CONCEPT

PACKAGING GROUP



CPG Human Resources



- 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



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

ganize 🔹 🕎 Open 🍷 🏼 P	rint Burn New folder	*	0
Favorites	Name	Date modified	Тур
Desktop	L Old Forms	9/29/2014 11:55 A	File
Downloads	Attendance PolicyNorthern Operations Revised 1-1-11	4/29/2013 10:22 A	Mic
Recent Places	Attendance PolicySouthern Operations Revised 1-1-11	9/17/2012 2:36 PM	Mic
Dropbox	not concept DOT Drug & Alcohol Policy	10/26/2006 10:09	Add
	Concept Packaging Visitor Policy	11/29/2006 2:23 PM	Mic
Libraries	The States Practices Policy	2/13/2015 2:31 PM	Add
Documents	CPG Mandatory Overtime Policy for the NAO 6-12-13	6/12/2013 11:52 A	Mic
🕹 Music	TPG PPE Reimbursement Policy	8/10/2011 8:08 AM	Add
Pictures	CPG Tobacco Free Workplace Policy 9-28-12	9/25/2012 1:29 PM	Mic
Podcasts	CPG Vacation Policy 1-2-12	1/23/2012 10:57 A	Mic
J Videos	No Call-No Show-Northern Operations 2-9-12	2/15/2012 12:56 PM	Mic
	No Call-No Show-Southern Operations 2-9-12	9/12/2014 11:39 A	Mic
Computer	Personal Days Policy 2-9-12	2/9/2012 1:17 PM	Mic
▶ OS (C:)	PTO Policy 2-21-11	2/21/2011 11:10 A	Mic

HR archived employees Alcon



- 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







• 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.



 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.



- 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.



Questions?