MIDWEST Environmental Services, Inc.

Tobacco-free Policy

Because we recognize the hazards caused by exposure to tobacco, it is the policy of Midwest Environmental Services, Inc. (*Midwest*) to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or "spit tobacco", and it applies to both employees and non-employee visitors of Midwest.

Definition

1. No use of tobacco products is permitted within the facilities or on the property of Midwest at any time.

2. There will be no tobacco use in Midwest vehicles at any time.

Procedure

1. Employees are informed of this policy through signs posted at facilities and vehicles, newsletters, the Employee Handbook, e-mail, and training provided by their supervisors.

2. Visitors will be informed of this policy through signs, and it will be explained by their hosts.

3. Employees who want to quit tobacco use can access recommended cessation programs and materials through our insurance provider, United HealthCare Group, or State tobacco cessation websites.

4. Any violation of this policy will be handled through the standard disciplinary procedure.

Tobacco – free Policy
Frequently Asked Questions

1. What exactly does the new tobacco-free policy do?

   The tobacco-free policy ensures that Midwest is tobacco free. This includes inhaling, exhaling, burning, or carrying of any lighted tobacco material-including cigarettes, cigars, or pipes on Midwest Operational facilities. The use of other tobacco products such as smokeless or chewing tobacco, is also included in the tobacco free policy. The policy does not include FDA approved nicotine-replacement therapy products for the purpose of cessation.

2. Who is affected by the tobacco policy?

   The tobacco policy applies to all persons on or in Midwest property. This includes, but is not limited to, persons on Midwest sidewalks, parking lots, and landscaped areas, in buildings or vehicles on Midwest property, in vehicles owned, rented or leased by Midwest.

3. As an employee, do I have to quit smoking?

   Midwest does not require anyone to abstain from using tobacco while off work. If you do not want to quit smoking, and need to curb your cravings while working, we suggest working with a health care provider to determine alternatives that will work for you. There are many over-the-counter options for managing cravings, including gum, lozenges, and tablets.

   A number of resources are available to help you quit, please refer to http://www.americanheartassociation.com, http://quitnow.net, or http://www.americancancersociety.com.

4. Isn't the Midwest Tobacco-free Policy a violation of my civil rights?

   No. Midwest has the authority to govern the use of tobacco products and regulate its use while on Midwest Operational facilities and during time worked.

5. What areas of Midwest does this effect?

   The policy includes any and all Midwest-owned, rented, or maintained property including, but not limited to: buildings, facilities, sidewalks, roadways, parking lots, and grounds. In addition, the policy includes all Midwest owned or rented vehicles. The policy also includes contractual operational facilities.

6. Can I smoke or use tobacco on my lunch breaks?

   Only if the employee is off the clock and goes to property not designated as a Midwest operational area.

7. Can I smoke or use tobacco products on the way to my car when I am off of the clock and on my way home?

   Employees may not smoke on Midwest operational facilities.

8. Can I smoke in my car?

   If your car is parked in a Midwest operational area, No.

9. Can company vehicles be used to travel out of Midwest operational facilities to use tobacco?

   Midwest vehicles are to be used for business purposes only; using a Midwest vehicle for the purpose of going out-side operational facilities to use tobacco is prohibited.

10. I am working on an off-site project that allows smoking. May I smoke there?

    Employees may not use tobacco products while on the clock for Midwest; however if an employee is off the clock they may be permitted to use tobacco in designated areas.

11. What are the penalties for violation of the tobacco-free policy?

    The same disciplinary processes applies to the violation of this policy as all other Midwest policies. (see Employee Handbook)