

## Star Buick GMC Smoking Policy

Updated and Republished Date 08/22/2014

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, customers and guests, the Star Dealerships shall be entirely smoke free effective 08/23/2014. Additionally, effective 08/23/2014 the use of all tobacco products, including chewing tobacco, is banned from the Star Dealership workplace, except as designated in this policy.

Smoking is prohibited in all of the enclosed areas within the Star worksites, without exception. This includes common work areas, the manufacturing facilities, classrooms, conference and meeting rooms, private offices, hallways, the lunchrooms, stairs, restrooms, employer owned or leased vehicles, and all other enclosed facilities.

The only designated smoking area at Star is outdoors, on the far side of the building, next to the parts delivery area in Easton\*. No one may smoke along any path way or walk way leading to or from the designated smoking area, nor may employees smoke outdoors in any of the grassy areas or the parking lots.

Additionally, employees may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking employees are subjected to smoke that they must walk through to reach their vehicle or any other destination on the Star premises.

While the Star Dealerships makes these areas available to smokers, it in no way has any legal responsibility to do so. Employees who choose to use these smoking areas do so at their own risk. No additional breaks are allowed to any employee who smokes.

Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees and our visiting partners and customers.

Failure to comply with all of the components of this policy will result in disciplinary action that can lead up to and include employment termination.

I acknowledge receipt of and understanding of the Star Dealership Smoke Free Workplace Policy. The policy is effective 08/23/2014 until further notice.

\*Smoking Locations

Easton (Sales & Service) – Next to Parts delivery door.

Easton (Collision) – TBD

Bethlehem (All Departments) – TBD

Quakertown (All Departments) – TBD