**Vehicle Smoking Policy**

**Purpose**

The purpose of this policy is to maintain a clean, safe, and professional environment in all company vehicles and to comply with health and safety regulations.

**Policy Statement**

Smoking, including the use of cigarettes, cigars, e-cigarettes, vaping devices, or any other smoke or vaping tobacco or nicotine products, is strictly prohibited in all company-owned, leased, or rented vehicles at all times. This policy applies to all employees, contractors, passengers, and any other individuals in the vehicle.

**Scope**

**This policy applies to:**

All company vehicles, whether in use for work-related purposes or parked, and all individuals operating or riding in a company vehicle, regardless of their position or status.

**Policy Enforcement**

* **First Violation:** The employee will receive a written warning, and the incident will be documented in their personnel file.
* **Second Violation:** The employee may face additional disciplinary action, including suspension of driving privileges or further written warnings.
* **Third Violation:** Repeated violations may result in termination of employment.

**Rationale**

Smoking in company vehicles can cause damage, lingering odors, and potential health hazards for others. Many states and local jurisdictions prohibit smoking in shared or company vehicles, and non-compliance may result in legal or financial penalties for the company.

**Responsibility**

Employees are responsible for adhering to this policy and ensuring passengers comply as well. Any violation should be reported to the appropriate supervisor or manager.

**Exceptions**

There are no exceptions to this policy.

**Acknowledgment**

All employees are required to sign this form, which by signing, confirms that they have read, understood, and agreed to abide by this policy.

**Implementation and Review**

This policy will be reviewed as necessary to ensure it remains effective and aligned with company objectives.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Employee Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date