



TOBACCO-FREE WORK ENVIRONMENT

We maintain a tobacco-free work environment for all our employees and guests. The use of all tobacco products including but not limited to cigarettes, cigars, smokeless tobacco products, e-cigarettes, and hookah pens, is prohibited within the confines of all the offices and project sites. Some work locations may provide specifically designated areas for use of these products. If available, use of any tobacco/smoking device should be strictly confined to these areas.

Voluntary time spent in the designated smoking areas is to be considered personal time the same as any other personal activity such as personal phone calls or errands. Our regular workday allows for one (1) hour of personal time (which includes the meal period). You should use good judgment and take personal responsibility to see that personal activities do not interfere with work performance.