FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

<table>
<tr><td rowspan="3">POLICY:

SMOKING/VAPING</td><td></td><td>POLICY NO: HR-034</td></tr>
<tr><td>DATE Issued:
September 28, 2011</td><td>PREVIOUS POLICY NO/NAME:
SMOKING HR03-460</td></tr>
<tr><td>DATE Reviewed:
March 16, 2022</td><td>RELATED DOCUMENTS:</td></tr>
<tr><td>APPROVED BY:
Board of Directors</td><td colspan="2">DISTRIBUTION: Human Resources

APPLICATION: Family Visions Employees</td></tr>
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POLICY:
To ensure clean and healthy living and working environments for all people, Family Visions Inc. recognizes that all persons associated with Family Visions Inc. are entitled to the right to clean air. Non-smokers must be aware of the danger of second hand smoke and should stay clear of designated smoking areas.

PROCEDURE:
Family Visions Inc. is designated as smoke free, which prohibits smoking/vaping in all agencies, owned or operated buildings and vehicles.

This policy extends to all Supported Individuals, employees, volunteers, and visitors.

All smokers/vapers will refrain from smoking/vaping during their working hours except in areas designated by Family Visions Inc. and only during scheduled breaks.

Smokers/vapers will ensure proper disposal of smoking/vaping refuse in a non-flammable, securely covered container. The container will not be taken into any agency buildings but will be stored outside in a location designated by the agency.

Where Family Visions Inc. supplies smoking refuse containers, it is the responsibility of the smokers/vapers at that location to maintain the refuse containers in a clean, safe manner.

Smoking/vaping will not occur within fifteen feet (3 meters) in the company of non-smokers whether inside or outside.

No staff shall smoke/vape in the company of a supported individual.

Any exceptions to this policy would need written approval from the Executive Director/designate.