

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.24
Effective Date:	July 2018
Review Date:	7/21/2023
Revised Date:	7/21/2023
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I. Policy:

It is St. Joseph Academy's policy to provide a tobacco-free workplace. This policy applies to all employees, clients, contractors, and visitors.

II. Procedure:

Use of tobacco products, including electronic cigarettes, will not be permitted on company premises. This includes, without limitation, all company property or grounds owned by St. Joseph Academy, including parking lots and applies to private vehicles while on company property.

Failure to comply with this policy may lead to disciplinary action up to, and including, termination.

Approved by:



President/CEO

Date

