

## Tobacco-Free Workplace

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## **A. SUMMARY**

Use of tobacco and other smoking materials and exposure to second-hand smoke are recognized health hazards. In an effort to provide a healthy work environment, all Otis properties are tobacco-free. Other smoking materials may be used in a similar manner and present similar health issues. This policy covers all such smoking and tobacco products.

"**Tobacco products**" includes, but is not limited to, cigarettes, cigars, pipes, electronic cigarettes, and smokeless tobacco (e.g., chewing tobacco, snuff).

## **B. APPLICABILITY**

1. This policy applies to all Otis owned or leased properties and vehicles, including all land and buildings occupied by companies in which Otis holds majority ownership, voting control, or where Otis has agreed to manage the company. This policy does not apply to personal residences/domiciles that are co-located on Otis property.
2. This policy is effective immediately but may be phased in no later than two years from acquisition date for newly acquired facilities, as needed to meet local requirements.

## **C. POLICY**

1. Tobacco products are not permitted to be used inside any Otis building or vehicle or on Otis property. Permissible exceptions are in Exhibit 1.
2. The management team at each Otis facility will provide information regarding specific property boundaries. Individual facilities are responsible for communicating this policy.
3. Otis Entities are encouraged to provide access to smoking cessation programs.

## **D. PROCEDURES**

Otis Entities will establish procedures implementing this Policy.

## **E. REFERENCES**

- CPM 12 – Drug-Free Workplace
- Otis VP, Environment Health & Safety : Standard Work– Tobacco-Free Workplace Reporting Requirements

## **F. REVIEW**

This Policy shall be reviewed at 2-year intervals following its issuance.

## EXHIBIT 1 – PERMISSIBLE EXCEPTIONS

1. The following exceptions apply:
  - A. Where a Otis facility is required to provide smoking areas for employees under local laws or regulations, union contract, or employment agreements. Where practicable, the facility should work with local jurisdictions and employees or their representatives to allow for implementation of this Policy at the earliest available opportunity; or
  - B. Where a Otis facility has determined that a hazard exists if individuals are outside of Otis controlled property and smoking offsite would expose employees or third parties to a high-crime area or other hazard without appropriate security.
2. In such cases, appropriate controls shall be implemented to maintain site cleanliness, to prevent exposure of employees and others to second-hand smoke, and to prevent trespassing on property of third parties. Smoking areas shall:
  - i. Be free of combustible and flammable hazards;
  - ii. Contain a method for the proper disposal of smoking materials; and
  - iii. Be exterior to the building and at least 15.25 meters (50 ft.) from the entrance to and any air intake(s) of a building to prevent the re-entrainment of the smoke. If an interior smoking area is required, the area must be constructed and ventilated in a manner that prevents second-hand smoke from entering other areas of the building.