

Policy Number 301-L

SUBJECT: Smoke-Free Workplace

Global Spectrum is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. In accordance with the Province of Ontario Tobacco Control Statute Law Amendment Act, 2005 and also motivated by our desire to provide a healthy work environment for our employees, the following smoking policy has been adopted and shall apply to all employees of Global Spectrum.

It is the policy of Global Spectrum to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the “act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind.” This also includes e-cigarettes.

The smoke-free workplace policy applies to:

- All areas of buildings occupied by company employees
- All company-sponsored off-site conferences and meetings
- All vehicles owned or leased by the company
- All visitors (customers and vendors) to company premises
- All employees including, temporary employees and all student interns

Smoking is permitted in:

- Outside the employee entrance at least 5 meters (15 feet) from the building

We believe that the spirit of thoughtfulness and cooperation, which is characteristic at Global Spectrum, is adequate to resolve any disputes that might arise under this policy. Where disputes cannot be so resolved, the rights of the nonsmoker shall be given precedence, as required by the laws of the province of Ontario.

Employees who violate this smoking policy will be subject to disciplinary action up to and including immediate discharge.

Any complaints about the application of the policy to the workplace should be brought to the attention of the Human Resource Department.