POLICY & PROCEDURES MANUAL

**Smoking/Vaping Policy**

MAPP supports a smoke-free environment in order to create a healthier and pleasant workplace environment. It is our intent to be committed to promoting a safe and including work environment that fosters well-being of our team members.

This policy applies as follows:

1. Smoking and vaping are strictly prohibited inside all MAPP LLC buildings, including offices, meeting rooms, common areas, and vehicles.

2. Designated smoking areas will be provided outside the premises, but they must be at a reasonable distance from building entrances and ensure that smoke does not enter the buildings.

3. All company vehicles are designated as smoke-free zones.

4. The policy applies to all forms of smoking and vaping, including but not limited to cigarettes, cigars, pipes, electronic cigarettes, vaporizers, and any other related devices.

5. Violation of the policy may result in disciplinary action, including verbal warnings, written warnings, and, in severe cases, termination of employment or contractual agreement.

MAPP is committed to providing resources to those who wish to quit. We encourage employees who are interested in quitting to seek assistance from the available resources such as counseling, nicotine replacement therapy, and cessation programs. Our HR department will provide further information and guidance to those who require assistance.

Employees, contractors, visitors, and clients are expected to adhere to this policy. Your commitment to maintaining a smoke-free and vape-free workplace will greatly contribute to the overall well-being of our team and enhance the professional image of MAPP.