



**JM MURRAY IS A NON-SMOKING FACILITY
(Excerpt from Employee Handbook)**

It is the policy of JM Murray to prohibit smoking throughout our facilities and as otherwise required by overseeing agencies, such as OPWDD and the New York Public Health Law, except in the designated outside smoking areas as defined by this policy. This policy applies to any smoking substance including, but not limited to, cigarettes, cigars, pipes, vaping, chewing tobacco, and electronic cigarettes.

Smoking is prohibited on all JM Murray property, whether owned or leased, including, but not limited to, JM Murray facilities, any JM Murray owned vehicle, and outside the main entrance of any of our facilities. Smoking is not permitted at any time in any vehicle while transporting individuals receiving services.

Smoking is permitted only in the designated areas of the JM Murray facilities listed below:

- At West Road Picnic area located outside the south side of the link entrance.
- At Route 13 In the area outside the West door of the plant.

Other Departments located in buildings not owned by the Company must comply with regulations provided by the owner/landlord of that building. Receptacles for smoking remnants (i.e., cigarette butts, etc.) are available at both designated smoking areas and should be used for remnants ONLY.

Receptacles are clearly labeled that they are NOT for other trash including but not limited to cups, cigarette packs, candy wrappers, etc. Smokers are responsible for keeping the designated smoking areas neat and free from butts and other trash on the ground. Custodial staff are responsible for and will clean the receptacles.

Smoking is only permitted during assigned lunch and break times. For those positions that do not have a regularly scheduled break time, your supervisor will expect you to use good judgment when taking a break. It is expected that any break will be no longer than 15 minutes, and that there will be no more than two of these breaks each workday.

For first shift, one break would be taken in the morning and one in the afternoon. Employees are not permitted to divide either the lunch period or break time into smaller increments in order to increase the number of smoking opportunities.



**NO SMOKING
OR VAPING**