

- A. QCP strives to maintain a healthy work environment for its clients and employees and encourages employees to promote a healthy lifestyle to clients. Accordingly, QCP is a tobacco-free workplace and does not permit employees to use tobacco products or e-cigarettes both during and after work hours.
- B. QCP has posted tobacco and smoke free signs to inform visitors and others that QCP does not allow tobacco use or smoking on its premises.
- C. Clients and others who visit the QCP offices should be requested, if necessary, to conform to the tobacco-free and no smoking rule. Visitors who refuse to comply should be reported to the CEO.

Tobacco/Nicotine Free Hiring

- A. QCP implemented the practice of hiring only tobacco/nicotine free employees, effective August 1, 2012.
- B. QCP's job application includes a question regarding applicant's tobacco and nicotine use. Applicants who admit to tobacco or nicotine use will not be considered for employment. An applicant who uses tobacco or nicotine may reapply for employment when the applicant is tobacco and nicotine free.