



E-Cigarette & Vaping Policy

1. Purpose

To protect indoor air quality and to protect the health, safety, and comfort of clients, employees, customers, and visitors of Henry Hughes Production Assist.

E-cigarettes pose health risks and contain detectable levels of carcinogens and toxic chemicals. These chemicals are also present in secondhand emissions. E-cigarettes are not a safe alternative to smoking, and there is no scientific evidence that they help smokers quit.

2. Policy

This e-cigarette policy prohibits the use of electronic nicotine delivery systems (also known as e-cigarettes, e-cigars, e-hookahs, and e-pipes) anywhere that tobacco smoking is permitted.

No vaping is permitted within Comet Security Services Ltd's facilities at any time. This includes but is not limited to, common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer-owned or leased vehicles, and all other enclosed facilities.

This policy is effective immediately.

3. Definition

Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices.

4. Procedure

- 4.1 Signs posted throughout properties owned and operated by Henry Hughes Production Assist will inform staff, visitors, and clients of Comet Security Services Ltd e-cigarette-free policy.
- 4.2 The Comet Security Services Ltd will assist employees or visitors who want to quit vaping by helping them access smoking cessation programs and materials.
- 4.3 Any client or visitor observed using e-cigarettes on owned or leased premises will be asked to discontinue tactfully.
- 4.4 Any employee violations of this policy will be handled through the standard disciplinary procedure.

Signature

Director
Position

01/01/2026
Date