

---

## Tobacco-Free Workplace Policy

Adopted: January 1, 2010  
Revision Date: January 1, 2014

Coverage: All Employees Worldwide

*The Company acknowledges that each country may have specific rules and laws that govern tobacco use on company property. It is the intent of this Policy to recognize those differences and to ensure that the applicable laws addressing tobacco-free facilities on company properties are followed per the requirements of each country.*

---

### Overview

Greif, Inc. (Company) remains committed to establishing and maintaining a workplace that is safe and healthy for our employees, customers and visitors. Therefore, all Greif facilities and properties, as well as Company owned or leased vehicles including delivery/service trucks, will be tobacco-free.

Employees found to be in violation of this Policy are subject to the standard progressive disciplinary process, up to and including termination of employment.

### Purpose

Smoking and tobacco use is recognized as the leading preventable cause of death, causing or contributing to the deaths of hundreds of thousands of people each year. In addition, recent research reveals that passive smokers, or those who unavoidably breathe in secondhand tobacco smoke, have an increased chance of many health problems. A tobacco-free workplace helps create a safer, healthier workplace.

The Company encourages any employee who uses tobacco products to quit tobacco.

At no time is the use of tobacco products permitted on Company property regardless of working hours.

The Company shall not refuse to hire an employment applicant or refuse to conduct business with individuals who use tobacco products. Nor will the Company treat employees who choose to use tobacco products any differently than those who choose not to use tobacco products, as long as they are in compliance with this Policy.

### Definition of Tobacco Products

Smoking and tobacco use of any kind, such as cigarettes, pipes and cigars, and including "smoke-less" tobacco products such as electronic cigarettes and chewing tobacco, is prohibited on Greif property regardless of work schedules. Smoking and tobacco use, etc. is not allowed on Greif property during "off" hours. For example, if you work first shift and leave the premises at the end of your shift and then return to Greif property to pick up a co-worker, tobacco use while on Greif property is still prohibited.

---

## **Definition of Greif Property**

Greif property includes parking lots, parking garages, Greif owned or leased property, land and/or facilities including internal and external areas, Greif owned or leased vehicles including delivery/service trucks.

In addition, this Policy will be in effect at all Company sponsored events, such as picnics, group celebrations, meetings, etc., held on Greif property (per the definition of Greif property above).

## **Disciplinary Action**

Any employee found to have violated this Policy is subject to standard progressive disciplinary action, up to and including termination of employment.

Any business partner, including but not limited to customers, vendors, consultants, independent contractors and any other visitor found to have repeatedly violated this policy is subject to sanctions, including termination of any business dealings with Greif, Inc.

## **Policy Administration**

Each employee is responsible for following this policy.

Each management member is responsible for:

- Communicating this policy to his/her work group and applicable location or department visitors including, but not limited to, customers, vendors, consultants, and independent contractors;
- Ensuring that proper no-smoking/tobacco signage is posted on facility premises for employees and visitors; and
- Ensuring that his/her location is in compliance and that the policy is administered consistently and fairly.

## **Policy Change**

This Policy sets forth the Company's policy regarding our tobacco-free workplace. It is not intended to form a contract with employees, or to change the at-will employment status of any employee. The Company reserves the right to alter, amend, or terminate this Policy at any time and at its sole discretion.

## **Questions**

General questions regarding this Policy should be directed to your supervisor, Regional Human Resources manager or Human Resources Services Department.

Greif  
People Services and Talent Development  
425 Winter Road  
Delaware, Ohio 43015

---

## **Addendum A Adopting Organizations**

The Tobacco-Free Workplace Policy by all locations with the exception of:

- Container Life Cycle Management LLC (a Greif, Inc. Joint Venture)
- Box Board Products, Inc.