

Control No: HR 106

Policy Name: Tobacco-Free Workplace Policy

Responsible Corporate Function/Business Segment: Human Resources – NA Benefits

Effective: 01 January 2021

Coverage: Global - All employees, which term includes for purposes of this policy temporary employees and contract and subcontract workers

Policy Overview & Objective

Greif remains committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees, customers, vendors, contractors, consultants and other visitors. Therefore, all Greif Property and all company-sponsored off-site conferences and meetings will be free from the use of Tobacco Products (capitalized terms are defined below).

This policy sets forth Greif'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.

Definitions

Employee

Employees includes all full and part-time employees, temporary employees (such as student interns) and contract and subcontract workers.

Tobacco Products

Tobacco Products include all smoking and tobacco products of any kind, including, without limitation, cigarettes, pipes, cigars, oral tobacco products (such as chewing tobacco), and any form of electronic cigarettes (E-cigarettes).

Greif Property

Greif Property includes Greif-owned or leased property, land and/or facilities including, without limitation, parking lots, parking garages, internal and external areas, and Greif owned or leased vehicles, including delivery/service trucks.

The Policy

The use of Tobacco Products is prohibited on all Greif Property, and at all Greif-sponsored off-site conferences and meetings, such as picnics, group celebrations, meetings and the like held off of Greif Property. This applies whether during working hours or non-working hours. For example, if an employee works the first shift and then returns to Greif Property later in the day during non-working hours to meet a colleague, this policy applies.

Managers and/or employees are accountable to ensure non-Greif employees (e.g., customers, vendors, contractors, consultants and/or their employees and other visitors) working or entering onto Greif Property comply with this policy. Managers/Supervisors are to ensure that proper no-smoking signage is posted on facility premises for employees and visitors; that their location is in compliance; and that this policy is administered consistently and fairly.

Greif shall not refuse to hire an employment applicant or refuse to conduct business with individuals who use Tobacco Products; nor will Greif treat employees who choose to use Tobacco Products any differently than those who choose not to use Tobacco Products, as long as they comply with this policy.

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 non-employee covered by this policy who violates this policy is subject to appropriate action.

Questions and Reports

General questions regarding this procedure should be directed to your Manager/Supervisor or your Regional Human Resources Manager or the Responsible Corporate Function or Business Segment. If you would like to report a violation of this policy, you may do so to your Manager/Supervisor your Regional Human Resource Manager or by calling the **Greif Ethics Hotline**. The **Greif Ethics Hotline** is an option for reporting concerns confidentially and anonymously, where permitted by law. This service is available 24 hours a day, seven days a week. To reach the Greif Ethics Hotline, you can visit greif.ethicspoint.com and file a written report or you can call:

In North America, call toll-free: 866-834-1825

Outside North America, where available, follow the directions at greif.ethicspoint.com under "Report a message".

References

n/a

Addendum

Adopted: 01-Oct-2017

Revised: 01-Jan-2021 – Updated Greif Alert Line to Greif Ethics Hotline