

- I. **SCOPE:** This Smoke-Free and Tobacco-Free Policy applies to the property of One Market Plaza located at San Francisco CA 94105. This plan was established in April 2022, is reviewed annually, and shall continue indefinitely or until amended and/or replaced by a subsequent policy.
- II. **GOALS:** To prevent and minimize exposure of building occupants, indoor surfaces and ventilation air distribution systems to environmental tobacco smoke (ETS).
- III. **IMPLEMENTATION** – All forms of smoking, tobacco, and unregulated nicotine products are prohibited at One Market Plaza. This includes cigarettes, cigars, pipes, hookahs, water pipes, electronic cigarettes, smokeless tobacco, and tobacco use including smoking, chewing, dipping, or any other use of tobacco products.
  - a. Property management to ensure that there is no smoking or tobacco use allowed in the building or anywhere on the property. There is no designated smoking area on site at the building.
  - b. 100% of the building square footage must apply, including all unoccupied areas
- IV. **RESPONSIBLE PARTY:** This property manager shall be responsible for communicating with tenant representatives and facilities management to ensure compliance with the details contained within this document as well as enforcing the requirements contained in this document.