Kane St. Smokehouse LLC
744 Kane St. Gate City, VA 24251
276-690-2233

Policy Title: No Smoking & No Vaping Policy

Department: All Staff

Effective Date: January 1, 2026

Last Updated: June 10, 2026

Approved By: Courtney Cress (Owner)

Purpose

To protect food safety, maintain a clean and professional environment, and uphold our commitment to hospitality, stewardship, and intentionality. Smoking and vaping create sanitation risks, odor issues, and negative guest impressions - all of which conflict with our standards.

Policy Overview

Kane St. Smokehouse is a **100% smoke-free and vape-free property**.

The following are **strictly prohibited at all times**, whether clocked in or clocked out:

- Smoking of any kind (cigarettes, cigars, pipes, etc.)
- Vaping or e-cigarette use
- Possession of lit or actively used smoking/vaping devices

This applies to:

- Inside the restaurant
- All kitchen areas
- Dining room and restrooms
- Outdoor seating areas
- Sidewalks, entryways, and customer-facing areas
- Parking lots
- Inside personal vehicles parked on company property
- Any area visible to guests or staff

No Smoke Breaks

Kane St. Smokehouse does **not** permit smoke breaks or vape breaks. Employees may take standard rest breaks as allowed by facility, but smoking or vaping during these breaks is not allowed anywhere on property.

Clothing & Odor Standards

Because smoke odor transfers easily to food, equipment, and guest areas:

- Team members must not arrive to work smelling of smoke or vapor.
- Clothing, hair, and personal items must be free of smoke odor.
- If an employee arrives smelling of smoke, they may be required to re-wash, change clothing, or clock out to correct the issue.

Professionalism Expectations

As representatives of Kane St. Smokehouse, team members are expected to maintain a clean, fresh, and professional appearance at all times. Smoke odor is considered a sanitation and professionalism issue.

Disciplinary Action

Violations of this policy may result in:

- Verbal warning
- Written warning
- Suspension
- Termination for repeated or serious violations

Why This Matters

This policy supports our commitment to:

- Stewardship - caring for our building, equipment, and environment
- Cleanliness - protecting food safety and sanitation
- Hospitality - ensuring guests experience a clean, welcoming atmosphere
- Intentionality - making choices that support our mission
- Being the Example - modeling professionalism for the team

Acknowledgment

I understand and agree to follow the No Smoking & No Vaping Policy at Kane St. Smokehouse. I understand that failure to follow this policy may result in disciplinary action, up to termination.

Employee Signature: _____

Manager Signature: _____ Date: _____