



### **7.3 Tobacco-Free Workplace**

1. **Scope** - It is the Company's intent to provide a safe, clean and productive work environment for all employees and visitors. As such, the use of tobacco products is prohibited in or on Company property, including Company vehicles and equipment, except as otherwise designated in this policy.
2. **Definition of Tobacco Products** - Tobacco products include cigarettes (including electronic cigarettes), cigars, pipes, snuff, dip, chewing tobacco and all other tobacco products. For purposes of this policy, electronic cigarettes are not deemed to be a smokeless product.
3. **Designated Tobacco Use Areas** - Tobacco products may be used in outdoor areas designated by site management. Smokeless products may also be used in an employee's personal work space as long as that space is not shared with or viewable by others. Tobacco use of any form is not allowed in lunchrooms, conference rooms, training rooms or any other area of public congregation.

All tobacco waste must be disposed of properly. Littering the property with the remains of tobacco products including packaging, butts and tobacco expectorant is prohibited.

4. **Employee Shifts and Breaks** - An employee may choose to use tobacco products within designated tobacco use areas on his/her own time before or after beginning a shift, or during any break. However, starting late, early start of a break or tardy return to a shift after break will not be tolerated. Any tardiness or other departure from shift and break schedules incurred as a result of using tobacco products will be deemed a violation of this policy.
5. **Tobacco Cessation** - The Company encourages employees to utilize the benefits and resources available through Company-sponsored programs and health care insurance to gain the assistance needed to quit tobacco use. Participation in any tobacco cessation program does not excuse non-compliance with this policy and will not mitigate any disciplinary action the Company takes in response to any violation of this policy.
6. **Communication, Awareness and Violations** - All employees are authorized to communicate this policy with courtesy and diplomacy especially with regard to

visitors. Location managers are responsible for investigating all complaints of policy violations and for taking appropriate action to ensure compliance. Violators of this policy are subject to discipline, up to and including termination of employment.