

[REDACTED]

[REDACTED]

Tobacco-Free Worksite Policy

PURPOSE

[REDACTED] is committed to providing a healthy work environment for all associates, visitors and contractors.

Tobacco use is a major cause of preventable disease and death. The purpose of this policy is to outline the [REDACTED] policy regarding associates' use of tobacco products at the worksite.

POLICY

This policy will go into effect on March 1, 2010 for all Corporate offices at the following locations:

[REDACTED]

This policy will be included within [REDACTED] complete set of corporate policies and will be integrated into [REDACTED] established corporate policy training cycle.

The use of tobacco (including cigarettes, cigars, chewing tobacco, snuff, pipes, etc.) is prohibited at all times at the following locations:

- Inside all [REDACTED]-owned and leased buildings, including loading docks and other work areas
- Outside on all [REDACTED] grounds, including [REDACTED] parking lots and sidewalks
- In company-owned or leased vehicles or equipment
- In private vehicles parked in [REDACTED] lots
- Within 100 feet of [REDACTED]-owned or leased property

The littering of tobacco-related products on the grounds or parking lots is also prohibited.

Signs will be posted around buildings and grounds to notify associates, contractors and visitors of this policy.

Associates and contractors are responsible for knowing and understanding the tobacco policy for their location and should contact their supervisor if they have questions.

TOBACCO CESSATION RESOURCES

[REDACTED] is committed to supporting associates interested in quitting smoking.

- Associates will be provided information on tobacco cessation resources, and supervisors will support associates who seek help with tobacco cessation.

All non-union associates eligible for standard or non-standard company-sponsored full or limited benefit programs, and all union associates eligible for standard company sponsored full or limited benefit programs, are eligible for Tobacco Cessation services. Covered family members, including dependents who are full time students away at school, are also eligible for the tobacco cessation programs.

[REDACTED] associates and their dependents currently enrolled in a CIGNA medical option, or any of the HMO options, and eligible associates who waive medical coverage may enroll in one of two ways:

- Call CIGNA Quit Today Tobacco Cessation at [REDACTED]
OR
- Go online and visit [REDACTED]. From the left side of the screen:
 1. Select LOGIN to access your benefits
 2. Enter [REDACTED] in the employer ID box.
 3. Select QUIT YOUR TOBACCO ADDICTION.

Associates currently enrolled in a CIGNA medical option can also access CIGNA Quit Today on your [REDACTED] website.

[REDACTED] associates and their dependents currently enrolled in the Blue Cross and Blue Shield medical option can call the Blue Cross Stop-Smoking Support Program at 1-800-242-2100 or TTY (for hearing impaired) [REDACTED] to get started. Program hours are [REDACTED], seven days a week. You can also register on-line at: [REDACTED]

ENFORCEMENT

Associates who violate this policy may be subject to disciplinary action, up to and including discharge. Any associate who is in violation of this policy should be reported directly to their supervisor; any contactor or visitor in violation of this policy should be reported to security or management.

As with all [REDACTED] personnel policies, supervisors are responsible for educating associates about the tobacco-use policy and ensuring the policy is enforced. This includes:

- Reviewing this policy with associates under their supervision and providing associates with location-specific information regarding the defined tobacco-free areas
- Enforcing this policy for all associates, whether or not such associates report to the supervisor/manager
- Informing visitors of the policy
- Investigating all allegations of violations of this policy in a timely manner and taking disciplinary action, as appropriate