

TOBACCO-FREE FACILITIES

I. PURPOSE

The purpose of this policy is to establish a totally smoke-free and tobacco-free environment at Citizens Energy Group. It is recognized that smoking and passive inhalation of smoke are detrimental to health. Additionally, Citizens Energy Group recognizes its role in promoting wellness and in maintaining a safe, smoke-free and tobacco-free facility for its customers, visitors and employees. Providing an environment that promotes good health demonstrates respect and courtesy for each customer and employee.

II. SCOPE

This policy applies to employees, visitors, guests, customers, contractors, vendors, and outside services personnel.

III. DEFINITIONS

Using tobacco products-includes smoking, chewing, or otherwise ingesting cigarettes, cigars, pipes, or smokeless tobacco products (such as snuff, chewing tobacco, and other loose leaf tobacco products). This also includes non-tobacco nicotine replacement products (i.e., e-cigs) that are not FDA approved or approved by Citizens for use at our facilities. Examples of products acceptable for use at our facilities are nicotine patches, gum, lozenges, and medication prescribed by a physician.

IV. POLICY

- A. Citizens Energy Group ("Citizens") employees are prohibited from using tobacco products on any property owned or leased by Citizens at all times, including breaks and meal times. Citizens' property includes all walkways, buildings, grounds, and parking lots.
- B. Employees are also prohibited from using tobacco products while in Citizens' owned or leased vehicles and privately owned vehicles while on Citizens' property.
- C. During working and non-working hours, employees are required to be respectful of residents and businesses neighboring Citizens Energy Group's premises by refraining from using tobacco products within one half mile of any Citizens' property except when patronizing the specific business, or by discarding tobacco products in such a way that negatively reflects on the organization (i.e., littering, flicking cigarettes, spitting chewing tobacco products, etc.)
- D. Employees are also prohibited from using tobacco products within one half mile of a job site or customer site to which they are assigned.

- E. Using tobacco products is also prohibited at all Citizens' sponsored events, whether or not such events occur on Citizens' property.
- F. Customers and visitors are prohibited from using tobacco products while on Citizens' property.

V. PROCEDURE
Human Resources/Employee Support

1. Inform each applicant for employment at Citizens of the tobacco-free policy prior to the applicant accepting an offer of employment.
2. Review the policy at New Employee Orientation.
3. Inform and support employees regarding resources available to stop using tobacco products.

Supervisory Staff

1. Implement and enforce the tobacco-free policy.
2. Support employees who want to stop using tobacco products.

Corrective Action/Enforcement:

1. Employees using tobacco products on Citizens' property or within one half mile of any Citizens' property (except when patronizing a business) in violation of the tobacco-free policy are subject to disciplinary action up to and including discharge.
 - a. All members of supervision and management will be expected to take reasonable steps to support this policy. By using courtesy, respect, compassion, tact and diplomacy, supervisors and management are required to approach and inform any Citizens' employee they see using tobacco products on Citizens' property of our total ban on using tobacco products on Citizens' property (see section A of this policy for more detail).
 - b. The Human Resources department and the supervisor or manager of the employee who was reported using tobacco products may conduct an investigation of the situation.
 - c. If Citizens determines that the employee violated the provisions of this policy, the employee will be subject to disciplinary action consistent with Work Rules. Factors that will influence Citizens determination regarding the seriousness of the violation and the severity of the discipline to be imposed include, but are not limited to, whether the employee's use of tobacco products created an immediate hazard or unsafe condition for any person on or in Citizens or any neighboring properties.
2. Visitors, contractors, guests, customers, vendors, and outside services personnel.
 - a. Employees or supervision should approach and inform anyone they see using tobacco products on Citizens' property of our total ban on such tobacco use. If an employee is uncomfortable doing so, he/she should alert a supervisor or management. Any visitor, guest, customer, vendor or

outside service personnel violating this policy will be asked to discontinue using tobacco products. Individuals who refuse to discontinue such tobacco use may be escorted off the property by Citizens' security personnel.

Primary Business Unit Owner: Director of Human Resources
Last Review Date: March 10, 2023
Next Review: 2026

Supersedes: Policy Release #1003, Effective March 1, 2014
Reference other policy: Work Rules

"Citizens Energy Group at its option reserves the right to change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice."