



Policy Owners:	Executive Vice President & Chief Administrative Officer
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Approved By:	Policy & Ethics Committee

TOBACCO USE POLICY

PURPOSE

ATC Management Inc. ('ATC' or the 'Company') provides a tobacco-free workplace.

SCOPE

This policy applies to all ATC employees, contractors, visitors, and customers while on ATC premises.

DEFINITIONS

Tobacco Product – Tobacco products include, but are not limited to, cigarettes, cigars, dissolvable products, electronic cigarettes (aka vape pen, e-hookah, hookah pen), smokeless tobacco, waterpipes (aka hookah, shisha, narghile, argileh), and any non-FDA approved nicotine delivery device.

Enclosed Workplace – A structure or area that has a roof and more than two substantial walls including any indoor place that employees enter carrying out their work duties (e.g., office, work area, employee lounge, restroom, conference room, meeting room, classroom, elevator, stairway, lobby, common area, vehicle, cafeteria, meeting room, hallway). This includes, but is not limited to, substation control houses and owned or jointly owned facilities where ATC conducts its business.

RESPONSIBILITIES

Tobacco use is permitted only in outdoor designated areas.

ATC employees are prohibited from:

- Using any tobacco products in enclosed workplaces or company-leased vehicles
- Selling items containing tobacco products on ATC property

REPORTING

It is the responsibility of all ATC employees to report any suspected violations of this policy, in accordance with ATC's [Open Door Policy](#).

EXCEPTIONS/VIOLATIONS

This policy does not apply to contractors performing work on ATC's behalf on designated rights of way or construction job sites.

Employees who violate this policy are subject to disciplinary action, up to and including termination.