



Policy Owners:	Vice President of Human Capital
Original Issue Date:	01/01/01
Revision Number:	7
Revised Effective Date:	4/20/18
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 Products – Tobacco products include, but are not limited to, cigarettes, cigars, pipes, water pipes (hookah), smokeless tobacco, chewing tobacco, snus, snuff, electronic cigarettes, and any non-FDA approved nicotine delivery device.

Enclosed Workplaces – Any enclosed place that personnel normally frequent during the course of business including, but not limited to, office buildings, substation control houses, and owned or jointly-owned facilities where ATC conducts its business.

RESPONSIBILITIES

Use of all forms of Tobacco Products is not permitted in Enclosed Workplaces. Tobacco use is permitted only in outdoor designated areas. Use of any form of Tobacco Products is not permitted in company-leased vehicles. Sales of items containing Tobacco Products are not permitted on any 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.

Exceptions to this policy require the approval of the Policy Owner listed above.

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