



Title: Tobacco-Smoke-Vapor-Free Workplace Policy

Program Area: Employee & Employment (EMP)

Number: EMA-EMP-POL-05-4

Adopted by: Emera Inc, Emera Energy, Emera New Brunswick, Emera Newfoundland and Labrador, and Nova Scotia Power (the “Emera Company”)

Owner: Corporate Human Resources

Effective: 01/01/2018

Last Reviewed: Q2 2026

1. Purpose and Objective:

The Emera Company is committed to health and wellness and has implemented a “Tobacco-Smoke-Vapor-Free Workplace Policy.” A Tobacco-Smoke-Vapor free environment represents an important step toward employee health and safety.

2. Scope:

This Policy applies to all employees, visitors, contractors, vendors and suppliers working on Emera Company Property or any Emera Company employees working at project sites.

3. Defined Terms:

Company Property: Any building, facility, or vehicle owned or controlled by the Emera Company, including any leased, rented, or contracted facilities or job site.

Tobacco Products: include cigarettes, cigars, pipes and smokeless tobacco. Excludes Nicotine Replacement Therapy products, including nicotine patches, gum, lozenges, inhalers and nasal spray.

Smokeless Tobacco: also known as chewing tobacco or snuff, is a tobacco product that is used by means other than smoking.

Electronic Nicotine Delivery Systems (ENDS): also known as e-cigarettes, are products that produce an aerosolized mixture containing flavored liquids and/ or nicotine that is inhaled by the user.

Smoking: Carrying or having in one’s possession a lighted tobacco product, an object that gives off or contains any substance that gives off tobacco smoke. Smoking also includes all forms of (ENDS) whether tobacco or

other substances are used.

4. Policy:

Emera Company employees, visitors, contractors, vendors and suppliers are prohibited from Smoking or using Tobacco Products, Smokeless Tobacco and Electronic Nicotine Delivery Systems (ENDS) at any time while in company buildings, facilities or vehicles and within a 25-foot (approximately 8 meter) radius of any entrance, doorway, window or building air intake on Company Property. This ban includes leased or rented spaces such as hotel meeting rooms or contractor facilities on Emera sites.

Employees will comply with all applicable Federal, Provincial, Municipal, State and Local smoking regulations.

5. Responsibilities:

All Employees are responsible for complying with the Policy.

Management is responsible for:

- Implementing and enforcing the Policy.
- Ensuring that all employees they supervise have knowledge of and understand the Policy.
- Ensuring the Policy is applied fairly, objectively, consistently, equitably and in accordance with existing Collective Agreements, The Emera Code of Conduct, Federal, State, Provincial, Local and all other applicable legislation and/or regulations (i.e.: Labour Standards, Human Rights, Labour Relations).
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the Policy.
- Illustrating Emera's commitment to health and wellness and willingness to help employees during the transition of abstaining from the use of Tobacco and Smokeless Tobacco Products (e.g. - annual smoking cessation reimbursements and various EFAP services as available within each affiliate).

Visitors, Contractors, Vendors and Suppliers are responsible for complying with this Policy.

6. Exceptions & Consequences:

Appropriate disciplinary action will be taken against any employee found to have violated this Policy.

Appropriate action will also be taken against members of the Boards of Directors and Third Parties who violate this Policy.

7. Inquiries:

Questions, concerns or any inquiries related to this Policy should be directed to Emera Human Resources for investigation and follow-up.