



Policy Title:	Tobacco-Smoke-Vapor-Free Workplace Policy		
Policy #:	EMA 5	Version #:	4
Author:	Human Resources	Creation Date:	January 1, 2018

1. Policy Statement	States the reason for the Policy
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Emera 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. Policy Objectives	Identifies the intent of the policy and the behaviours or practise it guides. Refer to procedures, guideline documents and local regulatory legislation at affiliate level if applicable
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Emera 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.

3. Definitions	Clarifies terms referred to in this policy
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Company Property: Any building, facility, or vehicle owned or controlled by the 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 Application	Identifies to whom the policy applies (i.e.; full time, part time, regular, term etc. employees, visitors, contractors, vendors and suppliers)
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This Policy applies to all employees, visitors, contractors, vendors and suppliers working on Company Property or any Emera employees working at project sites.

5. Accountabilities	Identifies the responsibilities of all to whom the policy applies.
<p>5.1 Employees are responsible for:</p> <ul style="list-style-type: none"> • Abiding by the Policy. <p>5.2 Management is responsible for:</p> <ul style="list-style-type: none"> • 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 Group of Companies' 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). <p>5.3 Visitors, contractors, vendors and suppliers are responsible for:</p> <ul style="list-style-type: none"> • Complying with this Policy. 	
6. Consequences	Identifies the consequences of policy violation
<p>Appropriate disciplinary action, up to and including termination, will be taken against any employees found to have violated this Policy.</p> <p>Appropriate action will be taken against visitors, contractors, vendors and suppliers found to have violated this Policy.</p>	
7. Inquiries	Identifies who to contact for more information about the policy
<p>Questions, concerns or any inquiries related to this Policy should be directed to Emera Human Resources for investigation and follow up. Emera reserves the right, at its sole discretion, to review or change this Policy at any time, with or without notice.</p>	