



POLICY

SUBJECT: Smoking

POLICY: The purpose of this workplace policy is to comply with New York Law, which was enacted to protect all employees and visitors from the harmful effects of secondhand smoke.

In compliance with the New York State Clean Indoor Air Act, as amended, all indoor areas of the workplace shall be smoke-free without exception.

Smoking is prohibited in any indoor work area under the control of the Cooperative and in which Cooperative employees perform services. This prohibition includes, but is not limited to, the following indoor areas of employment: public and private offices, conferences and meeting rooms, employee cafeterias/lounges, lunchrooms, break rooms, Cooperative-owned vehicles, warehouses, hallways, restrooms, classrooms, employee medical facilities, areas containing office equipment used in common, field offices, garages and operating headquarters.

Smoking is only permitted in the outdoor designated areas and during break periods. Employees found smoking in the prohibited work areas listed above will be in violation of this policy.

Compliance with this Smoking Policy is mandatory for all employees and individuals visiting the Cooperative; there are no exceptions.

Any conflicts or violations that arise under this policy should be reported to any supervisor or the General Manager. Employees may also file a formal complaint with the General Manager. The General Manager shall be designated as an agent to assist in the enforcement of this. Employees who violate any provision set forth in this policy may be subject to disciplinary action, up to and including termination, and civil penalties, as permitted by law.

Copies of these rules will be posted and distributed to all employees upon request.

This policy may be amended from time to time by resolution of the Board of Directors of the Cooperative. All amendments shall be in conformance with New York State law and employees will be notified accordingly.

PROCEDURE: As outlined in Policy.



RESPONSIBILITY: Board of Directors and General Manager.

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

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| Approved by Board of Directors | Feb 27, 1990 |
| Reviewed by Board of Directors | Mar 28, 1995 |
| Reviewed by Board of Directors | Jan 25, 2005 |
| Revised by Board of Directors | Mar 4, 2008 |
| Reviewed by Board of Directors | Feb 25, 2014 |
| Revised by Board of Directors | Dec 22, 2015 |
| Reviewed by Board of Directors | Mar 7, 2017 |