

Smoke-Free Policy

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1. General

- 1.1 Purpose** This practice establishes a smoke-free policy to be enforced in all GTE Telephone Operations Headquarters buildings.
- 1.2 Filing Instructions and Supersedures** Discard all previous issues and associated addenda of this practice and file this issue numerically in your GTE Telephone Operations practices set.
- This practice supersedes and cancels:
- All policies, procedures, general instructions, letters, and memoranda which address this subject.
 - Any document which provides information contrary to the information contained in this practice.
- 1.3 Reason for Reissuing** This practice has been reissued to expand the information presented in Section 2.5, Designated Smoking Areas.
- 1.4 Responsibility** This practice was published by the GTE Telephone Operations Administrative Services Department. For more information about this practice, contact the Headquarters Safety, Health, and Environmental Affairs Department.

1. General, continued

1.5

Disclaimer

This practice was prepared solely for the use of GTE Telephone Operations. It must be used only by its employees, contractors, customers, and end users when installing, operating, maintaining, and repairing GTE Telephone Operations' equipment, facilities and services. Any other use of this practice is forbidden. The information contained in this practice may not be applicable in all circumstances and is subject to change without notice. By using this practice the user agrees that GTE Telephone Operations will have no liability (to the extent permitted by applicable law) for any consequential, incidental, special, or punitive damages that may result.

2. Smoke-Free Policy

2.1

Policy Statement

It is GTE Telephone Operations' right, obligation, and intent to maintain a workplace that:

- Provides a safe, healthful, and efficient working environment for all employees.
- Complies with all federal, state, and local laws.

Smoking is prohibited in GTE Telephone Operations Headquarters buildings effective upon occupancy of these buildings. This prohibition applies to all:

- Employees.
- Visitors.
- Contractors.

The ban on smoking in Headquarters buildings includes the use of any tobacco product which produces smoke, specifically:

- Cigarettes.
- Cigars.
- Pipes.

NOTE: Section 2.5 provides information on designated smoking areas.

2.2

Implementing the Policy

Signs indicating that smoking is prohibited will be placed at:

- All building entrances.
- Each elevator bank.

2.3

Enforcement

Supervisors are responsible for the enforcement of this practice.

2.4

Disciplinary Action

Employees violating this policy will be subject to disciplinary action. Direct questions regarding the disposition of discipline to the Employee Relations Department.

2.5

Designated Smoking Areas

Smoking is permitted in designated outdoor areas only. Specific locations on the terraces and in parking garages will be identified as smoking areas.

In all cases, the designated locations will be:

- Away from building entrances and exits.
- Outside the view of customers.