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Regulating smoking on Company property
20 - Human resources
Employee conduct
20.10.045

Issued: 3/15/2010
Revised:
Revision: 8/8/2015
Reviewed: JVR

1.0 Purpose

1.1. To establish responsibilities and guidelines for promoting a safe and healthy work environment by regulating smoking on Company property.

2.0 Scope and responsibility

2.1. This policy will apply to Andeavor and associated [Company Entities](#) including partnerships and limited partnerships.

2.2. The policy committee member responsible for human resources will develop and maintain the content of this policy.

2.3. Management personnel and individuals in supervisory positions will administer this policy for their respective areas of responsibility.

3.0 Reference

3.1. [Policy 23.10.005, General environmental, health, safety and security](#)

4.0 Policy

4.1. **Synopsis:** To promote a healthy, comfortable and productive work environment, the Company will regulate and control smoking on Company property.

4.2. **Prohibited smoking areas:** Smoking will be prohibited inside any buildings used by the Company as a workplace, including offices, cubicles, hallways, restrooms, lunch rooms, elevators, meeting rooms and conference rooms. Smoking also will be prohibited in certain areas outside of buildings where flammables are located or within 25 feet of air intakes.

4.3. **Designated smoking areas:** The Company may establish designated smoking areas on Company property. Smoking will be allowed only in designated smoking areas and these smoking areas will be clearly marked with signs.

4.3.1. The most senior-level executive located at each Company facility may establish additional guidelines to restrict smoking at his or her location. Such guidelines may include identifying designated smoking areas.

4.4. **Exceptions:** Any exception to this policy will be handled on an individual basis, will be documented by the requesting party for approval by the policy committee member responsible for human resources and will be processed in accordance with requirements of [procedure 10.00.001-Pr3, Policy exception approval process](#).

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(210) 626-6100
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(866) 861-7515
SAT-SecurityOfficers@tsocorp.com

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