

SUBJECT: **Wilmington Site Tobacco-Free Campus**

EFF DATE: **March 1, 2011**

ISSUED: **January 31, 2011**

Subject: **TOBACCO-FREE CAMPUS STANDARD<sup>1</sup>**

**I. PURPOSE AND SCOPE**

With “healthymagination”, GE is positioning itself as a leader in health and that includes taking a strong stance against tobacco. The medical community has identified significant personal health hazards related to the use of tobacco products (cigarettes, pipes, cigars, smokeless tobacco [e.g. snuff, chew], etc.), including a well-established linkage between the use of such products and cancer and/or respiratory disease. This standard creates tobacco-free campuses (all GE-controlled areas, including outdoor areas), globally. The use of e-cigarettes is also prohibited.

**II. APPLICABILITY**

To the extent that it does not conflict with applicable law or regulation, this standard applies globally to all employees and contractors at all GE-controlled facilities where GE work is being performed, including offices, manufacturing and service facilities, customer job site locations, project sites or other locations where work is being performed on behalf of GE. Wilmington is required to comply with local, state, and federal smoking/tobacco law when implementing this policy.

**III. TOBACCO-FREE AREAS**

Tobacco use is prohibited in all GE-controlled areas, which includes all indoor facilities (e.g. private enclosed offices, meeting rooms, cafeterias, employee lounges) and all outdoor areas within the Company property perimeters.

Tobacco use is also prohibited at all times in vehicles while on the GE Wilmington premises and at all times in company-provided vehicles. (This includes vehicles provided to employees for private use.)

Employees may not congregate outside the site property line during lunch, or before or after their shifts to use tobacco.

---

**IV. SIGN REQUIREMENTS**

Signs prohibiting tobacco-use must be clearly posted around the property and at all prominent places, like the property line, building entrances, or other prominent places. No ashtrays are permitted on GE-controlled property. Employees should refrain from bringing tobacco products and tobacco paraphernalia into work buildings and it should never be displayed openly in the workplace.

**V. SALE OF TOBACCO PROHIBITED**

Sale of any tobacco products by anyone anywhere on the campus (the area controlled by GE) is also prohibited as part of this standard.

**VI. COMPLIANCE**

Compliance with this standard is mandatory and covered employees who violate this standard are subject to disciplinary action in accordance with GE Wilmington Disciplinary Procedure HRP-13. Covered contractors who violate this standard on GE property are subject to be discontinued from GE work.

Any covered employee who is disciplined under this policy and believes his/her discipline was unfair, should speak with his/her HR representative and may appeal his/her disciplinary action through existing appeal or dispute resolution procedures.

Note: Within the U.S., HIPAA privacy rules do not apply to documenting violations of this policy because such information would be generated through GE's capacity as an employer, not through its health plan.

**VII. TOBACCO CESSATION OPPORTUNITES**

GE encourages all employees to quit smoking and stop using smokeless tobacco products. A number of government, company and/or business programs are available for employees who want help quitting.

The following are some of the programs available to help employees quit:

**TOBACCO CESSATION RESOURCES:**

- QuitNet – the world's largest quit smoking program. Enroll in this voluntary online program. Access QuitNet through your GE My Health page: [http://www.ge.com/myhealth/us/stay\\_zero\\_quitnet.html](http://www.ge.com/myhealth/us/stay_zero_quitnet.html)
- Fresh Start

- Quit for Life
- Nicotine Replacement
- Various Prescription Medicines

For more information on any of these programs and/or to receive assistance in accessing these resources, employees are encouraged to contact the Medical clinic.

**VIII. HEALTH AHEAD SITE CERTIFICATION**

By March 1, 2011, compliance with this tobacco-free campus standard is a minimum requirement for certification, and any certified site that has not implemented the standard will lose its certification status.

**IX. SPECIAL NOTICE**

This policy is subject to modification at management's discretion and does not create an employment contract or alter the nature of an employee's at-will employment.