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# CORPORATE POLICY

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## Smoking

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**DEPARTMENT:** Corporate Services

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**EFFECTIVE DATE:** June 18, 2018

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**POLICY NUMBER:** CP-CSV-HRM-006

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**REVISION:** 001

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**EXECUTIVE OWNER:**

**Signature:** *Jana M. Horsfall*

**Email:** [jhorsfall@sunflower.net](mailto:jhorsfall@sunflower.net)

**NAME:** JANA M. HORSFALL

**TITLE:** Vice-President Corporate Services

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**SUNFLOWER ELECTRIC  
POWER CORPORATION**

A Touchstone Energy® Cooperative 

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## REVISIONS

Revision history for the past three years is depicted below, and copies of prior procedures are available upon request.

The most recent version number, along with the effective date listed below, represents the current policy in effect pertaining to the subject NERC Standard and expressly terminates and supersedes all previous policy versions listed below.

REVISION NUMBER	EFFECTIVE DATE	AFFECTED PAGE #	DESCRIPTION OF REVISION/CHANGE
001	June 18, 2018	All	Converted to new Corporate Policy format. Added the prohibition of electronic cigarettes (or e-cigarettes), vaporizers, vape liquids, or any other smoking accessories, added contractors to the scope and cancelled Smoking Guideline and Procedure.

**EXECUTIVE OWNER APPROVAL:**

**Signature:** 

**Email:** [jhorsfall@sunflower.net](mailto:jhorsfall@sunflower.net)

000	3/21/2011	All	Revised Smoking Guideline and Procedure
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Next Review Date: June 18, 2021

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## **1 Purpose**

- 1.1 This policy defines Sunflower's policy on smoking in the workplace in order to comply with applicable law and assist in providing a safe and healthy work environment for all employees.

## **2 Scope**

- 2.1 This policy applies to all employees, contractors, and visitors.
- 2.2 This policy is reviewed every three years.

## **3 Definitions**

- 3.1 Smoking: Inhaling and exhaling the smoke of tobacco or a drug. This includes the use of cigarettes, electronic cigarettes (or e-cigarettes), vaporizers, vape liquids, or any other smoking accessories.


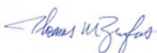


## **4 Policy Elements**

- 4.1 Sunflower maintains a smoke-free environment and prohibits smoking as provided in this policy.
- 4.2 Sunflower prohibits smoking indoors at all facilities owned or leased by Sunflower. Outdoor smoking is prohibited within a ten-foot radius of the applicable facility's access points, including any doorway, open window, or air intake leading into the facility.
- 4.3 Sunflower-owned and rental vehicles provided by Sunflower are included in the smoking ban.
- 4.4 Those employees who smoke and would like to quit are invited to contact the free Kansas Tobacco Quitline ([www.KSquit.org](http://www.KSquit.org) or 1-800-QUIT-NOW).
  - 4.4.1 Sunflower reimburses up to three prescriptions or a three month supply of nicotine patches, nicotine gum, or smoking cessation classes to help an employee or employee's spouse quit smoking.
  - 4.4.2 For more information contact Human Resources.

## **5 References**

- 5.1 Sunflower Board Policy 109: Security, Safety, and Health

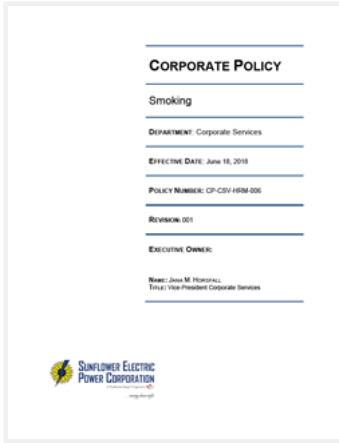
## 6 Reviews & Approval

Activity	Name	Signature
Technical Review	Megan R. Ball	Signature:  Email: mball@sunflower.net
Accountable Lead Review	Thomas M. Zerfas	Signature:  Email: tzerfas@sunflower.net
Legal Review	Dustin P. Kelley	Signature:  <small>Dustin P. Kelley (May 11, 2018)</small> Email: dkelley@sunflower.net
Executive Owner Approval	Jana M. Horsfall	Signature:  Email: jhorsfall@sunflower.net

# CP-CSV-HRM-006 Smoking











Adobe Sign Document History

05/11/2018




Created:	05/10/2018
By:	Sunflower Administration (administration2@sunflower.net)
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-  Document created by Sunflower Administration (administration2@sunflower.net)  
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-  Megan. R. Ball (mball@sunflower.net) has agreed to the terms of use and to do business electronically with Sunflower Electric Power Corporation  
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 Signed document emailed to Sunflower Administration (administration2@sunflower.net), Megan. R. Ball (mball@sunflower.net), Thomas M. Zerfas (tzerfas@sunflower.net), Dustin P. Kelley (dkelley@sunflower.net), and 1 more

05/11/2018 - 2:33:53 PM CDT