

Effective Date: 8/30/02

Updated 2/16/17

I. PURPOSE

It is the intent of the Company to provide all employees an environment free of the hazards of environmental tobacco smoke, nicotine vapors, and other smoke or vapor produced by smoking devices, and to comply with applicable laws.

II. ELIGIBILITY

This Policy applies to all ConocoPhillips employees, on-site contractors and visitors in the U.S.

III. GENERAL PROVISIONS

Smoking is permitted only in specifically designated smoking areas on Company-owned or leased property. This includes offsite buildings or rooms used for Company-sponsored conferences and meetings. Prohibited areas include, but are not limited to, all Company-owned or leased vehicles, office buildings, facilities, parking lots and adjoining sidewalks. Local site management will designate smoking areas.

Smoking products may not be lit, activated, or extinguished outside of the designated smoking area. All materials used for smoking, including but not limited to cigarettes and matches, will be extinguished and disposed of in appropriate containers.

Smoke breaks during work hours are determined by supervisors in accordance with local site practices.

Exceptions to this Policy may only be made upon approval by local Management. Work and safety rules/policies along with applicable federal/state laws, regulations, and/or ordinances which are more restrictive will take precedence over this Policy.

Violations of this Policy will result in disciplinary action up to and including termination of employment.

Questions

For questions, contact HR Connections by submitting a [web ticket](#). For immediate assistance, call 877-81-ASK HR (877-812-7547) or 918-661-5381.

Employees may contact HR Connections at 1-877-812-7547 or their local HR representative if they have any questions. Although the Company will generally provide prior notification, the Company reserves the right to change, amend, or terminate the referenced plans, programs, policies and/or procedures at any time, without notice,

subject to applicable law and/or the terms of any applicable collective bargaining agreement or contract. The information provided is not intended to supersede applicable local, state or federal law or the terms or provisions of any current collective bargaining agreement. In the event of conflict, the law or collective bargaining agreement shall prevail