

U.S. Smoke-Free Workplace Policy



Effective date: 08/30/2002

Revision date: 09/01/19 – formatting changes only.

Purpose

It is the intent of ConocoPhillips (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.

Eligibility

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

General Provision

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 that 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

If you have questions, contact [HR Connections](#). For immediate assistance, call 877-812-7547.

The Company establishes programs, policies and procedures appropriate to the business needs and requirements of its various operations and organizations (the “Policies”). Different Policies than those shown here may apply to subsidiary company employees based on business needs, local customs, contractual agreement, or legal requirements. The Company reserves the right to change, amend, or terminate any of the Policies 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. If there are any discrepancies or conflicts between this information and the terms of the official Policies or any underlying insurance contracts, the official Policies and insurance contracts will control your actual benefits. Employees should confirm that the Policies accessed here apply to them and/or their organization before taking any actions.