



Last updated: October 20, 2014

## **Policies**

### **Tobacco-Free Workplace**

No individuals, whether employees, contractors, vendors, visitors or guests, are allowed to smoke or use Tobacco Products on the premises of any Berkshire Hathaway Energy facility or property, whether owned or leased, except in specific outside break areas approved by the company. "Tobacco Products" are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco or simulate the use of tobacco, such as electronic cigarettes. This prohibition includes offices, field facilities, company vehicles and aircraft, garages, parking lots, lawns, and sidewalks. In addition, employees and contractors are not allowed to use any tobacco products in customers' residences or businesses while on Berkshire Hathaway Energy business.

### **Reporting**

Employees are expected to report violations of the company's tobacco-free policy to their supervisor or a human resources representative. Failure to comply with the tobacco-free policy can result in discipline, up to and including termination of employment. Smoking in the workplace is a violation of law in certain states and may carry civil penalties for those who violate such laws.

### **Protection Against Retaliation**

Retaliation against any person who, in good faith, reports a violation of this policy or participates in an investigation of smoking or the use of tobacco products in the workplace is prohibited. Where the company finds retaliation has occurred, individuals who engaged in the retaliatory behavior may be subject to discipline, up to and including termination of employment, regardless of whether the original complaint is substantiated.

These policies supersede and revoke any and all past policies and practices, oral and written representations, or statements regarding terms and conditions of employment concerning the subject matter covered herein. Berkshire Hathaway Energy reserves the right to add to, delete, change or revoke these policies at any time, with or without notice. These policies do not create a contract between Berkshire Hathaway Energy and any employee, nor do they create any entitlement to employment or any benefit provided by Berkshire Hathaway Energy to its employees.

**CAUTION! - This document may be out of date if printed.**