



POLICY REMINDER TOBACCO USE POLICY

IMPORTANT NOTICE TO ALL EMPLOYEES

As a Reminder, the existing TVA no-smoking policy PROHIBITS SMOKING OR USE OF ANY TOBACCO PRODUCT, (including, but not limited to snuff, chew, cigars, etc.) as follows:

- In all TVA owner or leased space (this includes all space G•UB•MK uses).
- In all TVA owned or leased vehicles (this includes all vehicles G•UB•MK uses).
- At all TVA sponsored functions that occur in enclosed spaces (this includes all G•UB•MK functions).

G•UB•MK employees shall use G•UB•MK approved rest and lunch breaks to use tobacco products outside of prohibited areas provided that the rest and lunch break shall not be extended to accommodate tobacco use. Time will not be made available to allow employees to leave the workplace in order to use tobacco products. Employees should not abuse rest periods. Used tobacco products (All) shall be disposed of in proper receptacles (not on walls, sidewalks, floors, etc.). **Failure to follow this policy could result in disciplinary action up to reassignment and/or termination.**

Rest breaks at all G•UB•MK work locations may be authorized by the Site/Area Manager and Resource Manager (SMW) as follows:

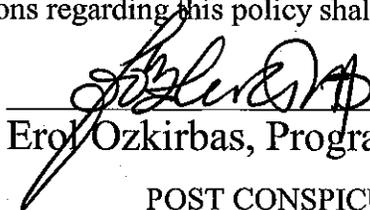
<u>Shift Duration</u>	<u>1st Period to Lunch</u>	<u>After Lunch</u>
8 hours	10 min.	None
10 to 12 hours	10 min.	10 min.

Please note this policy applies equally to non-manual and craft employees at all locations.

The Site and Area Manager and Resource Manager (SMW) shall formally establish rest and lunch periods at their work locations in accordance with the above requirements and work condition situation (e.g., working outdoors).

Site/Area Managers and SMW Managers are required to enforce this policy in a manner that does not effect productivity and in full cooperation and support of the TVA Plant/Facility Manager.

Questions regarding this policy shall be directed to the Program Director.


Ero Ozkirbas, Program Director

9/19/2008
Date

POST CONSPICUOUSLY IN THE HIRING OFFICE