

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION  
POLICY BULLETIN NO. 223**

**SUBJECT: NO SMOKING POLICY**

**PURPOSE:** To ensure a healthy and safe work environment.

**Content:**

In accordance with the Smoke Free Illinois Act, it is the policy of this Cooperative that all Company buildings and vehicles will be completely smoke free effective January 1, 2008. The act also prohibits outdoor smoking within a minimum distance of 15 feet from entrances, exits, windows that open, and ventilation intakes. As part of the Act, all ashtrays must also be removed from all areas where smoking is prohibited. As required, "No Smoking" signs will be posted at all entrances and throughout our buildings. In addition, "No Smoking" signs will be posted in all company vehicles. Further understand that this Act applies 24/7, so no smoking is allowed in the above-mentioned areas even when the building is closed.

Smoking is allowed in personal vehicles and/or outside areas behind the office/warehouse/buildings that comply with all local, state, and federal laws, statutes, and regulations.

Any violation of this policy by an employee will be handled in the same manner as a violation of any other employee policy of the Cooperative.

**Responsibility:**

The responsibility for carrying out this policy shall rest with the Executive Vice President/General Manager, Department Managers, and Supervisors.

Adopted: July 21, 2006  
Revised: November 27, 2007

Attested: Paul Pyatt, Secretary