

## Tobacco-Free Workplace Policy Effective June 1, 2010, for New Hires

Our company is committed to the health of our employees and their families. We are equally committed to ensuring that our workforce members portray an image that is consistent with this policy. The success of the policy will depend on the thoughtfulness and cooperation of each member of **Wellmark's** workforce.

### Iowa Policy

- Smoking or other use of tobacco or tobacco-like products (examples include but are not limited to cigarettes, e-cigarettes, cigars, chewing tobacco, snuff, pipes, etc.) during *business hours*, or on company property at any time, is strictly prohibited.
- Prohibition includes any and all buildings, owned, leased, rented and areas maintained by Wellmark; any grounds, parking lots, ramps, and contiguous sidewalks (within 300 feet); and in vehicles owned or leased by Wellmark.
- Use of tobacco or tobacco-like products in any vehicle of any employee, contractor, vendor or visitor when on Wellmark property is prohibited.
- There are no designated smoking areas within any Wellmark location or on any grounds. Ash receptacles and spittoons are not available on company property.
- All Wellmark employees, while representing the company, shall not use tobacco products.
- All employees, contractors, vendors and visitors must comply with this policy.

### Responsibility

Anyone coming onto Wellmark property and/or entering the buildings is required to comply with this policy. All employees share in the responsibility for enforcing the policy.

### South Dakota Policy

- Smoking or other use of tobacco or tobacco-like products (examples include but are not limited to cigarettes, e-cigarettes, cigars, chewing tobacco, snuff, pipes, etc.) during *company paid time*, or on company property at any time, is strictly prohibited.
- Prohibition includes any and all buildings, owned, leased, rented and areas maintained by Wellmark; any grounds, parking lots, ramps, and contiguous sidewalks (within 300 feet); and in vehicles owned or leased by Wellmark.
- Use of tobacco or tobacco-like products *during company paid time* in any vehicle of any employee, contractor, vendor or visitor when on Wellmark property is prohibited.
- There are no designated smoking areas within any Wellmark location or on any grounds. Ash receptacles and spittoons are not available on company property. *All use of tobacco or tobacco-like products during non-company paid time (e.g. before the work day begins, during non-company paid lunch time or after the work day ends) must be at least 300 feet from any Wellmark location.*
- All Wellmark employees, while *on company paid time and* representing the company, shall not use tobacco products.
- All employees, contractors, vendors and visitors must comply with this policy.

### Responsibility

All persons coming onto Wellmark property and/or entering the buildings are required to comply with this policy. All employees share in the responsibility for enforcing the policy.