



## Human Resources

<b>Policy Name:</b>	<b>Tobacco / Smoke Free Policy</b>
<b>Policy Number:</b>	4.1.1
<b>Policy Section:</b>	Human Resources
<b>Policy Owner:</b>	Senior Vice President of Human Resources
<b>Effective Date:</b>	July 1, 2014
<b>Version Number:</b>	2.1
<b>Last Revised:</b>	June 2013
<b>Location:</b>	<a href="http://home.commscope.com/Explore/EmpRes/HRPolicies/Site%20Pages/Index.aspx">http://home.commscope.com/Explore/EmpRes/HRPolicies/Site%20Pages/Index.aspx</a>

### 1. Purpose

The purpose of this policy is to establish Tobacco Free campuses, in order to provide a safe and healthy workplace for our employees, customers, and vendors.

CommScope seeks to inspire a culture of proactive health and fitness where our employees make healthy lifestyle decisions that lead to enjoyable careers and vibrant, balanced lives. To realize this goal, we will support our workforce by providing tools, services, and programs that help our employees achieve and maintain optimal personal health.

CommScope is embracing best practices that decrease health-risk, health factors, reduce the cost of healthcare for CommScope and its workforce, and invest in activities that encourage healthy and productive employment.

### 2. Scope

This policy applies to all U.S. based CommScope facilities, U.S. based CommScope employees (including; all full-time, part-time and temporary employees) and all visitors on CommScope properties.

### 3. Restriction(s) Applicability/Exception(s)

A. Applicability

B. Exception(s)

### 4. Policy

The use of tobacco products is prohibited at all times in or on any CommScope facility or property, including but not limited to

- all interior spaces owned or leased by CommScope;
  - all outside property and grounds owned or wholly leased by CommScope, including parking areas – (including private vehicles while they are on CommScope property);
- Employees are also prohibited from participating in the sale, marketing, and sponsorship of Tobacco products on CommScope property.

5. **Related Information**

A. Guideline(s)

B. Procedure(s)

**Tobacco Use Cessation Programs** CommScope is committed to providing support to all employees and their covered dependents under the medical health plan who wish to stop using tobacco products; by providing access to several types of assistance, including certain over the counter tobacco cessation medications, telephonic coaches, and counselors. Upon request, Supervisors, Managers, Human Resources, the Wellness Manager, and onsite Clinics can refer employees to cessation services, for which they are eligible.

C. Process(es)

Adherence to this policy is the responsibility of all CommScope employees. All visitors must also comply with this policy while on CommScope property. Any CommScope employee who violates this policy will be subject to disciplinary action up to and including termination, in accordance with CommScope's then-current policies or practices.

Contractors and vendors in violation of this policy will be reported to an appropriate member of management at the contracting organization.

6. **Administration**

- Communication signs bearing the message "Tobacco Free Campus" will be posted at each vehicular and pedestrian entrance.
- No Ashtrays, smoking barrels, spittoons, or shelters will be provided on Tobacco Free Campus grounds.

7. **Term(s)/Definition(s)**

"Tobacco products" are defined as, any product that utilizes tobacco as an ingredient, including but not limited to; smokeless tobacco i.e. dips, chewing tobacco, snuff; cigarettes (purchased or rolled), low-yield brands, cigars, pipes, Bidis, Kreteks, electronic and water vapor, and eCigs (electronic cigarettes).

8. **Acronym(s)**

9. **Form(s)**

10. **Related Addenda**

A. Region/Designated Geographic Area

B. Country Specific

C. State Specific

D. Site Specific

11. **Cross Reference**

12. **Disclaimer**

**Support**

- [www.cdc.gov/Quitting/Tips](http://www.cdc.gov/Quitting/Tips)
- <http://www.cancer.org/healthy/stayawayfromtobacco/quit-for-life>
- [http://www.cdc.gov/tobacco/quit\\_smoking/index.htm](http://www.cdc.gov/tobacco/quit_smoking/index.htm)
- <http://www.smokefree.gov/>

CommScope reserves the right to modify, amend or deviate from this Policy, Procedure, Process or Guideline from time-to-time in its sole discretion, with or without notice, subject to applicable law.

## FAQs on the US Region's Tobacco/Smoke Free Policy

*CommScope's wellness mission seeks to inspire a culture of proactive healthy living where employees make healthy lifestyle decisions that lead to enjoyable careers and a vibrant, balanced life. CommScope will implement a tobacco/smoke free policy for the US in 2014. This FAQ should help answer your questions about the policy.*

### **What property is included in the tobacco/smoke free policy?**

The policy includes CommScope's property; interior spaces, outside properties, and grounds owned or leased, occupied or controlled by CommScope. This includes, but is not limited to, all buildings and structures, sidewalks, parking lots, walkways, attached or detached parking structures.

### **Does the tobacco/smoke free policy apply to streets or sidewalks that cross CommScope?**

The use of tobacco, including smoking, is prohibited on all CommScope-owned or controlled streets and sidewalks. The policy does not apply to city streets or sidewalks not owned or controlled by CommScope.

**Does the tobacco/smoke free policy apply to CommScope sanctioned events off campus property?** The tobacco/smoke free policy applies only to CommScope owned, operated, leased, occupied, or controlled property. Events or activities scheduled elsewhere are bound by the policies or rules of the event coordinator or property manager.

**When does the tobacco/smoke free policy go into effect?** July 1, 2014

**What types of tobacco products are prohibited by this policy?** All tobacco products, which are defined as, but not limited to: smokeless tobacco such as dips, chewing tobacco, snuff; cigarettes (purchased or rolled), low-yield brands, cigars, pipes, Bidis, Kreteks, water vapor, electronic cigarettes (eCigs), and any other tobacco products.

**Will the use of e-cigarettes be permitted?** No, the FDA does not consider e-cigarettes to be a safe nicotine delivery system or smoking cessation strategy and their use is prohibited on CommScope property for the purpose of this policy. Visit the FDA website for information on e-cigarettes.

**Will the use of tobacco free hookahs be allowed?** No, hookahs, sometimes called water pipes, are prohibited by the tobacco/smoke free policy. There is insufficient research to make a case that they are safe. Visit The Centers for Disease Control (CDC) website for information on hookahs.

**Are clove cigarettes (Bidis or Kreteks) permitted?** No, the use of clove cigarettes is prohibited by the tobacco/smoke free policy. The CDC reports that smoking clove cigarettes is associated with increased risk for lung damage. Visit the CDC website for information on clove cigarettes.

**Does the tobacco/smoke free policy prohibit the use of chewing tobacco on campus?** Yes, the use of all tobacco products, including smokeless tobacco products like chewing tobacco and snuff, is prohibited on all CommScope property and company vehicles for purposes of this policy.

**Does this include leased or rented vehicles?** Yes, it does. If you operate a CommScope owned, leased, or rented vehicle, you are prohibited from using tobacco use in the vehicle.

**Does this include my personal vehicle?** Yes, while it is on CommScope properties.

**Are there designated smoking or tobacco use areas?** Designated smoking or tobacco use locations are part of our transition plan to become a tobacco-free campus. Temporary use locations will remain in place for nine months and will end **July 1, 2014**.

**Is CommScope requiring that employees quit using tobacco products?** No, however, we are encouraging current tobacco users to explore options. CommScope is committed to supporting all employees who wish to stop using tobacco products with cessation resources. Employees choosing to continue using tobacco products may do so, but only on their own time and in areas not owned, operated, leased, occupied or controlled by CommScope.

**Are tobacco medications allowed?** Yes, patches, gum, or medications that do not prohibit you from working normal job duties are allowed

**What resources are available to help those who want to quit?** CommScope cessation resources to overcome tobacco products are available through Healthstat Clinics, Quit Power, Alere Wellbeing, your primary care physician, and United Healthcare's employee assistance programs for employees.

**Does the policy apply to visitors, vendors and guests?** Yes, it does. We believe reminders about our tobacco/smoke free policy will be important and CommScope will provide messaging on affiliated materials, websites, and vendor contracts.

**Why did CommScope create a tobacco/smoke free policy for the US?** CommScope is fully committed to supporting employees in developing and maintaining healthy lifestyles. It is clear that the use of tobacco products has significant health consequences to both users of tobacco and those who may be exposed to tobacco. In addition, the consequences of tobacco use affect all CommScope employees in the form of higher premium costs for company-provided health insurance. As an incentive, employees will receive an \$80 a month medical insurance premium reduction beginning 2014 if the employee and any dependents enrolled in the medical plan for 2014 are all tobacco-free.

**How can I quit?** CommScope has partnered with United Healthcare Quit Power a free service. If you are ready to quit, please call **877-784-8797**. Another program that soon will be introduced to employees is Quit for Life (Alere Wellbeing).

**Who is eligible for the tobacco cessation programs?** All who are enrolled in the company's medical insurance plans.

**How much does it cost?** Quit Power by UHC is free. Quit for Life is free for the first enrollment. If an employee has to re-enroll in the Quit for Life program, he or she will pay any additional costs.

**When and where can I sign up?** Quit Power by UHC is available now through December 2013. If you are located near an onsite clinic, the Healthstat nurse can help you with enrollment in a cessation plan. Your primary care physician also may be able to provide assistance. The Quit for Life program begins in October.

**How will the policy be enforced?** We believe repeated communication delivered in a variety of ways will reinforce CommScope's Tobacco/Smoke Free Policy. We will utilize announcements, electronic messaging, signage, and meetings. An explanation of the tobacco/smoke free policy will be communicated to all employees and the policy will be available on the company's intranet site. Our expectation is that all employees will comply with the tobacco/smoke free policy. Employees are expected to adhere to all company rules and policies and violations will be handled according to our corrective action for performance and conduct.

**Is this policy being implemented globally or only in the US?** Our intent is to have a global tobacco/ smoke free policy and campuses. Implementation will begin initially in the US and spread to other regions where we have operations and employees to the extent we are able to implement such policies in accordance with local law and regulations.