



POLICY GUIDANCE & STANDARDS

SMOKE - FREE WORKING ENVIRONMENT

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SCOPE AND PURPOSE

This policy guidance & standard (PG&S) applies to Suncor Energy Inc. and its subsidiaries world-wide (collectively "Suncor" or "Company"). References in this document to "Suncor Personnel" include directors, officers, employees, contract workers, consultants and agents of Suncor.

GUIDANCE & STANDARDS

Suncor is committed to providing a healthy and safe work environment for all employees, contractors, and visitors by reducing the hazards caused by smoking. Management should ensure that this standard is explained to all new Suncor Personnel.

Smoking is prohibited wherever it may constitute a fire, explosion or equipment damage hazard.

Smoking is known to be hazardous to health and, as such, Suncor encourages all employees not to smoke. For information about smoking cessation support programs, contact your local H&R representative.

At company owned or leased facilities, smoking will be allowed in designated areas only.

Managers will provide their employees who smoke with a reasonable number of breaks during work hours. Operating Employees will take breaks in accordance with approved schedules or, where applicable, the collective agreement.

The locations of designated smoking areas shall be in compliance with relevant by-laws, and should ensure no one is involuntarily exposed to environmental tobacco smoke. If the designated areas are enclosed, they shall be separately ventilated. New buildings or facilities shall not have smoking areas designated within the building, but will have the smoking area external to the building or facilities, as approved by the Business Unit Vice President.

Smoking shall not be permitted in common areas such as cafeterias, lunch shacks, offices, halls, stairways, recreation rooms, TV rooms, etc. Where status of any area is in question, the Vice President of the business unit whose employees use or frequent the area the most, shall be accountable for designating the no smoking areas.

EXCEPTIONS

None

REFERENCES TO RELATED DOCUMENTS

This document replaces “Smoke Free Working Environment Standard and Guidelines”.

KEY WORDS

Smoking, smoke free, health