

Tobacco Free Policy

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking and the use of other tobacco products, including electronic cigarettes (e-cigs), in Exos offices, vehicles and facilities is prohibited by all team members, clients, and visitors. Designated areas where smoking is permitted on the premises have been clearly marked. Because Exos may be subject to penalties for violations of applicable smoking laws, we must insist on strict adherence to this policy. Team members smoking in any non-designated area on the premises may be subject to disciplinary action, up to and including termination.

If you witness conduct that you believe violates this policy, you should speak to, write, or otherwise contact your direct manager or, if the conduct involves your direct manager, the next level above your direct manager/People Operations Department as soon as possible. Team members can also report concerns through our anonymous ethics reporting line at speakup.teamexos.com or 1-800-461-9330.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses.

Exos will investigate all complaints of violations of this policy and will take prompt corrective action, including discipline, if appropriate.

Exos provides a team member assistance program (EAP) for all team members and their eligible dependents. The EAP includes smoking cessation assistance. For more information about the EAP, contact the People Operations Department.

Exos prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or cooperating in related investigations.

Exos is committed to enforcing this policy. However, the effectiveness of our efforts depends largely on team members telling us about any violations of the policy. Team members who witness smoking in the workplace should report it immediately. If team members do not report smoking in the workplace, Exos may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.