

# TOBACCO FREE POLICY:

## FREQUENTLY ASKED QUESTIONS



**Newport News  
Shipbuilding**  
A Division of HII

On April 21 Newport News Shipbuilding announced plans to become a tobacco-free workplace in support of our No Fail Mission to improve performance across every organization and every team with a focus on the health and safety of our shipbuilders and our work environment. As a result, beginning July 11, 2022, NNS will prohibit the use of tobacco products on company property and during company time.

To help employees prepare for the change, frequently asked questions have been collected to provide answers and address common concerns.

## BACKGROUND

### 1. Why is NNS going tobacco-free now? What is the goal?

NNS announced its five-year goal to become a tobacco-free facility in 2016 because tobacco use at work has historically posed a risk to employee safety, wellness and productivity. Becoming a tobacco-free workplace will help make the shipyard safer, more productive, and will help us achieve our No Fail Mission to deliver first-time quality to the Navy on schedule.

### 2. Does NNS have the discretion to implement the tobacco-free policy?

Yes. NNS has discretion to develop and implement policies that directly impact the shipyard environment, similar to other policies that have been implemented for company security and productivity purposes (such as restricting access to certain areas within the shipyard, prohibiting certain articles of clothing, etc.), as well as COVID-19 policies for employee safety. The tobacco-free policy is the final step in the company's long-term plan to make the shipyard a tobacco-free workplace to enhance productivity, safety and wellness.

### 3. How does tobacco use impact safety?

Tobacco use and littering pose a fire hazard, especially where flammable and combustible materials are used or stored. In addition, tobacco use affects not only the user's health but the health of other employees.

### 4. How does tobacco use affect productivity?

Frequent tobacco breaks interrupt work flow and affect other employees. Prohibiting tobacco use on company property and during company time ensures employees make the most of their time to support our Navy and the shipyard's No Fail Mission to improve performance at every level of the organization.

## WHO IS IMPACTED

### 5. To whom does this policy apply?

All individuals, including visitors, contractors and Navy personnel, on Newport News Shipbuilding property must abide by the tobacco-free policy.

**6. Will sailors, SUPSHIP, leased employees and contractors be required to follow NNS' tobacco-free policy?**

Yes. All individuals on company property must abide by the tobacco-free policy.

**7. If commissioned ships have their own rules and allow people to use tobacco, will employees be allowed to smoke in designated areas on those ships?**

No. Commissioned vessels have discretion to set their own policies for Navy personnel and Navy contractors. However, NNS employees are prohibited from using tobacco on commissioned vessels located at NNS.

**8. What is the expectation for employees working at non-NNS locations (e.g., Kesselring, HII-Mechanical, other shipyards or Navy installations)?**

The policy applies to property NNS owns or leases. If NNS employees are assigned to work locations that are not owned or leased by NNS, they must follow the tobacco policy at that location. It is expected that employees work productively during their scheduled working hours and charge their time appropriately, regardless of their location.

**9. What is the expectation for employees working from home?**

While NNS cannot monitor tobacco use when employees work from home, it is expected that employees work productively during their scheduled working hours and charge their time appropriately, regardless of their location.

## COMPANY PROPERTY

**10. What is considered company property?**

Company property includes any buildings, structures, vehicles or land owned or leased by NNS (including the Net Center, Maritime Square, etc.). This includes all shipyard-owned parking lots noted on this [map](#).

**11. Are there any places on company property where tobacco use will be allowed?**

No. Beginning July 11, tobacco use anywhere on company property is prohibited.

**12. Does this policy apply to tobacco use in vehicles?**

Yes. Tobacco use in company-owned vehicles is prohibited. Tobacco use in privately owned vehicles located on company property is also prohibited.

**13. How will the new policy affect designated smoking areas?**

All designated smoking areas will be removed before the new policy takes effect on July 11.

**14. Can I use tobacco on Washington Avenue outside the shipyard gates?**

In accordance with NNS fire and safety regulations, employees who choose to use tobacco on city property must be a minimum of 25 feet from buildings, doorways and turnstiles. Washington Avenue is Newport News city property, but employees should not congregate on city sidewalks or streets or block turnstiles.

## COMPANY TIME

**15. What is considered company time?**

Employees are prohibited from using tobacco during scheduled working hours, which includes short work breaks during their shifts.

**16. Can I use tobacco during lunch?**

Yes. Employees' scheduled lunch breaks are not considered company time, so employees have the option to use tobacco during their lunch break as long as they are not on company property.

**17. Can employees use flex, PTO, paid sick/personal time or annual leave throughout the work day to leave NNS premises and use tobacco?**

No. The purpose of the policy is to ensure productivity while on company time. Employees are not permitted to use standard leave options to break up their work day or shift in order to leave company property to use tobacco.

**18. Can I use tobacco on Newport News city property before and after my work shift?**

Yes. Employees may use tobacco before and after their shift as well as during lunch as long as they are not on company property or in company parking lots. In accordance with fire and safety regulations, employees who choose to use tobacco on city property must be a minimum of 25 feet from buildings, doorways and turnstiles.

## IMPACTED TOBACCO PRODUCTS

**19. What types of tobacco products fall under the new policy?**

The policy prohibits the use of cigarettes, cigars, pipes, vape, hookah, e-cigarettes, clove cigarettes and any form of smokeless tobacco, including chewing tobacco, dip or snuff. This policy also prohibits herbal smoking and smokeless products.

**20. Why are chewing and smokeless tobacco products prohibited under the new policy?**

The policy prohibits any form of smokeless tobacco, including chewing tobacco, because use of these products impacts the health of shipbuilders and leads to unnecessary waste and unsanitary conditions on company property. To achieve our No Fail Mission to improve performance at every level in the organization, we can no longer afford to deploy NNS employees and resources to these cleanup efforts.

**21. Does the new tobacco policy change NNS' current policy prohibiting electronic cigarettes and vaping devices on company property?**

No. The current policy ([Smoking Policy SS0 02-212, Rev B-3](#)) remains in effect and prohibits the use, possession and storage of electronic cigarettes and vaping devices on company property and leased property due to risk of device explosions.

**22. Can I keep tobacco products with me and/or in my purse on company property as long as I do not use them?**

Yes. The policy prohibits use of tobacco products, not possession. Employees may keep tobacco products with them while on company property and on company time. All e-cigarette and vaping devices, however, are not allowed on company property.

**23. Can I use tobacco cessation products such as nicotine gum and patches on company property and/or company time?**

Yes. We recognize tobacco is an addiction and that adhering to this policy may be difficult for some employees. Employees may use tobacco cessation prescriptions and products such as nicotine gum and patches on company property and on company time.

## ENFORCEMENT

**24. Who will enforce the tobacco-free policy?**

All employees have an obligation to report policy violations to their supervisors and/or to their Human Resources or Labor Relations representative.

**25. What happens if I get caught using tobacco on company property?**

Employees found in violation of the tobacco-free policy are subject to disciplinary action, up to and including termination.

## TOBACCO USE OUTSIDE OF WORK

### 26. Does this policy mean I need to quit using tobacco altogether?

No. Employees do not have to quit tobacco use to remain employed at NNS. They can still use tobacco products when not on company property and not on company time.

### 27. What if I can't quit tobacco by July 11?

Employees do not have to quit tobacco use to remain employed at NNS. However, employees interested in quitting tobacco are encouraged to take advantage of [tobacco cessation resources](#).

## TOBACCO CESSATION

### 28. Are there resources to help me quit or cut back my tobacco use?

Yes. NNS' health and wellness benefits offer a variety of [tobacco cessation resources and programs](#). Additionally, employees can talk to their medical provider about tobacco cessation.

### 29. Quitting tobacco can make users and the people around them irritable and stressed. Are there resources to deal with the emotional toll?

We recognize that tobacco is an addiction and adhering to this policy may be difficult for some employees. [HERO: HII Employees Reach Out](#) offers no-cost confidential counseling if employees feel stressed and want to talk to someone.

## TOBACCO-FREE INCENTIVE PROGRAM

### 30. Does this policy impact the Tobacco-Free Incentive Program and HII's medical plans?

No. This policy only prohibits tobacco use during scheduled working hours. The medical plans' Tobacco-Free Incentive Program offers a preferred tobacco-free medical insurance premium for employees who do not use tobacco products at all.

### 31. If I quit using tobacco at work but I still use it while not on company time, do I qualify for the \$660 tobacco-free discount on HII's Anthem medical insurance?

No. To qualify for the tobacco-free medical insurance premium, eligible employees must be tobacco-free for at least six months, including time off work, or they must complete a tobacco cessation program.

