
POLICY STATEMENTS
Policy No. HR 120
SMOKE-FREE & TOBACCO-FREE WORK ENVIRONMENTS

Effective Date:
07/01/2017

PURPOSE

To provide a healthy work environment, which also complies with state laws regarding tobacco restrictions.

SCOPE

- A. This policy applies to all employees at locations of MDU Resources Group, Inc., MDU Utilities Group and WBI Energy.
- B. This policy also applies to any visitors and temporary and/or contract workers at MDU Resources Group, Inc., MDU Utilities Group and WBI Energy.
- C. If this policy conflicts with any federal, state or local laws or regulations, the applicable rule applies.

DEFINITIONS

Tobacco products include cigarettes, cigars, pipes, smokeless tobacco as well as electronic cigarettes and similar smokeless nicotine devices having the appearance of tobacco products.

PROCEDURE

The Company is committed to providing support to all employees who wish to stop using tobacco products through a tobacco cessation program. The Company shall assist employees with the costs of smoking cessation drugs and over-the-counter products. Costs beyond what is covered by the Company medical plan may be reimbursed by the company. To be eligible for reimbursement, the employee must contact the Human Resources department to complete the appropriate paperwork.

- A. MDU Resources headquarters building will maintain a tobacco-free work environment. Tobacco-free locations include but are not limited to:

- In the MDU Resources building and tunnels
- On all outside property, including parking areas and in private vehicles while parked or driving on campus property designated for the MDU Resources headquarters building
- In all MDU Resources vehicles

Signs stating "Tobacco-free Workplace" will be posted at each vehicular and pedestrian entrance to the building.

- B. MDU Utilities Group locations will maintain a tobacco-free indoor work environment.
 - Outdoor designated areas may be provided by local management, only when allowed by state and local laws or requirements.
 - Employees may utilize tobacco products in a designated area during scheduled breaks.
 - Employees may not use tobacco products in company owned vehicles or equipment.

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- C. WBI Energy locations will maintain a smoke-free indoor work environment, which includes smokeless devices.
- Outdoor designated areas may be provided by local management, only when allowed by state and local laws or requirements.
 - Employees may utilize tobacco products in a designated area during scheduled breaks.
 - Employees may not smoke in company owned vehicles or equipment.

Employees who violate this policy will be subject to disciplinary action up to and including termination.

ADMINISTRATION

The Chief Executive Officer has the overall responsibility for this policy. Administration of the policy is the responsibility of the Vice President - Human Resources. Requiring compliance with this policy is the responsibility of all officers and management. It is also the responsibility of management to ensure policies are accessible and understood by all employees.

Approved by: /s/ Anne M. Jones
Anne M. Jones
Vice President – Human Resources
MDU Resources Group, Inc.

Approved by: /s/ David L. Goodin
David L. Goodin
President and Chief Executive Officer
MDU Resources Group, Inc.

Date: July 1, 2017