

## Workplace Policy

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## Altria Group, Inc. Workplace Violence Prevention Policy

**The following Workplace Violence Prevention policy appears in the Employee Handbook for Altria Group, Inc., Altria Corporate Services, Inc. and Philip Morris Capital Corp. (the "Companies") dated December 2002. It was created for the exclusive use of the Companies and is subject to revision at any time in the sole discretion of the Companies. This policy is made available solely as an example of such a policy and may not be suitable for any user other than the Companies. Other organizations considering whether to adopt a policy regarding workplace violence prevention should consult with their counsel and should not rely on this policy.**

The Companies are committed to providing a work environment that is free from violence or threats of violence against individuals as well as company and personal property. Compliance with this policy requires that all individuals on the Companies' premises, whether employees or non-employees, conduct themselves in a professional manner consistent with good business practices. Such individuals are expected therefore to conduct themselves in a non-violent and non-physically threatening or intimidating manner. Additionally, employees are encouraged to be alert to, and inform appropriate management personnel of any behavior which they believe in good faith violates or could constitute a violation of this policy.

The Companies prohibit the use of violence or threats of violence in the workplace and will not tolerate such behavior. In this regard, the Companies strongly condemn domestic violence and any domestic violence, which occurs at the workplace or while employees are engaged in Companies business. The Companies will immediately investigate incidents of violence or threats of violence in accordance with applicable laws. Workplace Violence is defined as a single behavior or series of behaviors which constitutes or appears to constitute assault, battery, harassment, intimidation, threats or similar actions, destruction or attempted destruction of company or personal property and which occurs in the workplace or while individuals are engaged in business on behalf of the Companies. This definition expressly includes domestic violence which extends to the workplace, subject again to applicable laws. Violations of this policy may lead, in the Companies' sole discretion, to disciplinary action up to and including termination of employment or termination of the services of a consultant, customer, vendor or contractor and/or their associated firm.

The Companies also reserve the right to report such violations to appropriate law enforcement authorities and/or to notify agencies offering medical or psychological services or assistance or other professional personnel. All employees are responsible for establishing and maintaining a work environment that promotes professionalism and is free of workplace violence. This responsibility includes being alert to situations in which workplace violence is occurring or is likely to occur, and in good faith immediately notifying appropriate management personnel of any incidents or concerns.

Any individual who feels that she or he has been the subject of workplace violence or has identified a situation where workplace violence has or is likely to occur should bring it to the immediate attention of their respective manager, supervisor or Human Resources representative. The timely notification of appropriate management personnel should help to eliminate or minimize risks of workplace violence, potential violence or threats of violence that fall within the scope of this policy. Reported incidents will be kept confidential to the extent possible consistent with the best interests of the Companies and those involved.

This Web site is provided as an informational resource only and is not intended to be legal or professional advice. If you have questions about the application of issues raised to your particular situation, seek the advice of a competent attorney or other professional.