

Smoking Policy

It is the policy of the Company to protect the health of all employees and to provide a comfortable and productive work environment for employees and visitors. Ample scientific and medical evidence exists to support a smoking policy and many states are now requiring strict adherence to smoking laws. Because we have a concern for the safety, health and well being of our employees and visitors, we have eliminated the hazard of both first hand and second hand smoke from our buildings.

Smoking is not permitted in or on Company property at any location, except for designated outdoor smoking areas determined by Site Leadership.

Employees are expected to exercise common courtesy and to respect the needs and sensitivities of coworkers as regards the smoking and tobacco use policy. Smokers and tobacco users have a special obligation to keep smoking and tobacco use areas litter-free and not to abuse break and work rules.

Employees' use of chewing tobacco or other smokeless tobacco products is permitted. However, employees are expected to exercise common courtesy, to respect the needs and sensitivities of coworkers, and to keep work areas litter-free. The use of chewing tobacco or other smokeless tobacco products is not allowed in the lunchrooms, conference rooms, training rooms or other areas of public congregation.

It is each supervisor's responsibility to monitor his or her staff's use of this benefit to ensure that:

- a. The benefit is not abused
- b. All jobs are staffed adequately to ensure the safety of all personnel and smooth operation of the plant
- c. Workload differences do not occur as a result of some employees having more and/or longer breaks than other employees.

The Company will offer work site smoking cessation programs or outside programs sponsored by local agencies or organizations if enough employees sign-up. Employees are encouraged to participate in either on-site or off-site smoking cessation programs. In addition, the Company's Health Care Plan does offer assistance for medically prescribed products after an individual deductible has been met.

Violators of the smoking policy will be subject to the standard disciplinary penalties. Situations where an employee violation of this policy places the Company or other employees at risk may be cause for harsher disciplinary action up to and including termination of employment.

All employees are authorized to communicate this policy with courtesy and diplomacy, especially with regard to visitors.

Location managers are responsible for investigating all complaints on smoking violations and for taking appropriate action to ensure compliance. Any questions regarding the smoking policy should be directed to the Human Resources.