

Document <b>Safety &amp; Health Policy</b>	Published 6/1/16	Valid for Escanaba Mill
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## Smokefree Workplace Policy

### Purpose

The Escanaba mill is committed to providing a healthful, comfortable, and productive workplace for its employees. The health hazards related to smoking are well-documented. These hazards impact both smoker and non-smoker who are exposed to secondhand smoke. In addition, smoking has an adverse impact on mill housekeeping and represents a serious fire hazard.

### Extent

This policy is applicable to all employee, contractors, and visitors while on the Escanaba mill site.

### Execution

The Escanaba mill will be established as a smokefree workplace effective June 1, 2016. This includes parking lots. Smoking of all types is prohibited, including e-cigarettes. However, smoking in a personal vehicle while in the parking lot is permissible.

Violations of this policy will be handled in accordance with the following steps:

- 1st violation-written warning
- 2nd violation-1 week suspension
- 3rd violation- discharge

Violations in areas of volatile substance or other high risk areas may result in an immediate suspension or discharge.

### General

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