



POLICIES & PROCEDURES

NUMBER PP351

SECTION: Human Resources	SUBJECT: Smoking Policy
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P & P No.: 351

Section: Human Resources

Subject: Smoking Policy

Approved By: Harvey L. Massey

Effective Date: September 10, 1990

Last Reviewed Date:

Policy Owner:

SCOPE: ALL EMPLOYEES

It is a policy of our Company that all smoking will be prohibited within the Service Center Offices, storage facilities and Company owned or leased vehicles. "No Smoking" signs will be prominently displayed at the front and rear entrances of all Service Centers and storage facilities. The intent of this policy is not to dictate whether company personnel should smoke or not smoke, only to provide a non-smoking environment within Company buildings and vehicles.

This policy also applies to all forms of smoking products, including but not limited to cigarettes, pipes, chewing tobacco, snuff and electronic cigarettes.

APPROVED BY: Harvey L. Massey	EFFECTIVE DATE: September 10, 1990	Page 1 of 1
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