

## Interoffice Memorandum

**To:** All Employees

**Date:** October 23, 2007

**From:** Jim Brigham

**Copies To:**

**Subject:** New No Smoking Policy

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Since my first memo of August 16 announcing the new "no smoking policy" in the workplace, we have had great participation in our smoking cessation program with close to 100 employees involved.


There have been questions about the consequences of getting caught smoking on mill property effective after November 1. The plan is to have leniency for a couple of weeks, but after that it will be considered an intolerable offense, which is grounds for discipline up to and including discharge.

We hope the policy is clear enough so people will not put themselves in that position.

Remember, if you need additional help, please contact Audrey Cleveland at Ext. 7212.

Thank you for your cooperation.



 <b>BOWATER NEWSPRINT.</b> a division of Bowater Incorporated		Interoffice Memorandum	
<b>To:</b>	All Employees	<b>Date:</b>	August 16, 2007
<b>From:</b>	Jim Brigham	<b>Copies To:</b>	
<b>Subject:</b>	<b>Smoking in Workplace</b>		

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As you may know, the State of Tennessee recently passed a law placing restrictions on smoking in the workplace and in public places. The law goes into effect October 1, 2007.

The new policy for Bowater Calhoun will be:

- Effective October 1, 2007, no smoking indoors
- Effective November 1, 2007, no smoking on Bowater property

We believe these rule changes are the best way to deal with health, fairness and productivity issues.

For those of you who smoke and would like some assistance in stopping, we are working out the details of a smoking cessation program. Please sign up at Security. Further details will follow. If you need immediate assistance, please call Audrey Cleveland at Extension 7212.

Thank you for your cooperation in this matter.



Jim Brigham