



Interoffice Memorandum

To: All Employees

Date: October 23, 2007

From: Hanna Hilton

Copies To:

Subject: New No Smoking Policy

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 Angela Peterson at Ext. 7212.

Thank you for your cooperation.