

SMOKE-FREE WORKPLACE AND TOBACCO POLICY	Procedure Number SAF-1.14
	Issue Date August 2, 2002
SAFETY	Revision Date March 12, 2025
	Page 1 of 2

<p>ISSUED BY:</p> <div style="text-align: center; margin-top: 20px;">  _____ Environmental, Health & Safety (EH&S) Manager Coosa Pines Operations </div> <div style="text-align: right; margin-top: 10px;"> March 12, 2025 _____ DATE </div>	<p>APPROVED BY:</p> <div style="text-align: center; margin-top: 20px;">  _____ General Manager Coosa Pines Operations </div> <div style="text-align: right; margin-top: 10px;"> March 12, 2025 _____ DATE </div>
<p>INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF:</p> <div style="text-align: right; margin-top: 10px;"> EH&S MANAGER </div>	
<p>DISTRIBUTION</p> <p>ALL MANAGERS ALL TEAM LEADERS ALL EMPLOYEES COOSA PORTAL COOSA CONTRACTOR WEBSITE</p>	



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	Page 2 of 2

COOSA PINES MILL and TALLADEGA CHIP MILL

1. This policy applies to all persons, including employees, contractors, vendors, and visitors on mill property. Violators will be subject to disciplinary action.
2. The Coosa Pines Mill and Talladega Chip Mill are smoke-free workplaces. Smoking is prohibited on the mill sites and on company property such as the aeration basin, landfills, T-dam, and river pump house and at the chip mill. This includes tobacco and non-tobacco products such as e-cigarettes & vaping. Smoking in company vehicles is prohibited at all times (whether on or off company property) as is smoking in personal vehicles on the mill sites or on company property.
3. The use of smokeless tobacco products is currently permissible. Smokeless tobacco users must utilize personal cups or bottles, and users must maintain control of their containers and properly dispose of them after use. Spitting in drink fountains, sinks, toilets, floors, u-drains, trash cans, and/or on the grounds, etc. is unsanitary and is strictly prohibited.

RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description Of Changes
ALL	1	02/25/08	Name change due to merger.
ALL	2	12/1/08	Change to smoking only being permitted in designated smoking areas only on mill property (in-doors and out-doors).
Appendix 1	3	01-29-09	Addition of Janitor Shop smoking area.
Appendix 1	4	08-06-09	Modification to Recycle smoking areas.
Appendix 1	5	02-11-11	Addition of Dock 14 smoking area.
Appendix 1	6	07-04-12	Removed: Coosa South; News Mill areas including between Winders, Wet End, S.wall outside offices, NE corner of Maint. Shop; Finishing & Shipping; Recycle; Added: Designated areas at Pulp Warehouse and at the West Digesters Capping Floor.
Appendix 1	7	07-10-12	Moved Ross Dryer Maint. Shop area from to inside E. Door, Added Old Pipe Shop.
ALL	8	03-21-14	Included e-cigarettes, updated designated locations.
ALL	9	1-5-2015	Coosa Mill becomes a smoke-free workplace; Appendix 1 deleted.
ALL	10	1-24-17	Updated management signatures.
ALL	11	7/31/18	Talladega Chip Mill and Jackson's Gap Chip Mill added to policy.
ALL	12	02/25/2020	Removed Jackson's Gap Chip Mill from policy.
ALL	13	03/12/2025	Periodic review, changed logo, changed Safety Manager to EH&S Manager, minor editorial changes, made PDF version searchable.