



Belt Railway Company of Chicago Policies & Procedures

Policy No.: 19

Policy: No Smoking Policy

Effective: March 1, 2022

The Belt Railway Company of Chicago is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As such, the following policy has been adopted and applies to all employees of the BRC, clients, contractors, and visitors.

General Provisions:

The BRC shall be entirely smoke free which includes use of electronic smoking devices.

Smoking will not be permitted on BRC property at any time. This includes:

- common work areas, training classrooms, job/assignment sites
- meetings held at off-site locations
- temporary offices such as trailers
- vehicles owned or leased by the company
- outdoor work areas
- personal vehicles while on BRC property.

Cessation Assistance:

Employees are encouraged to reach out to The BRC's EAP for smoking cessation resources:

<https://www2.beltrailway.com/employees/eap/>

No-cost by-state resources:

Illinois- Free nicotine replacement therapy products <https://quityes.org/>

Indiana- Free nicotine replacement therapy products <https://www.quitnowindiana.com/quit>

Copies of this policy shall be distributed to all employees. No Smoking signs shall be posted at entrances to all company facilities and at all applicable outdoor worksites.

Noncompliance:

Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge. Complaints about the application of this policy should be brought to the attention of the Human Resources Manager or their applicable department manager for resolution.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of both smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing this policy. Questions concerning compliance with the No Smoking Policy should be referred to your immediate supervisor or Human Resources Department.

Statement of Understanding

I have read and fully understand the terms of this policy.

I understand that any violation of this policy will result in disciplinary action up to and including immediate discharge.

I understand that The Belt Railway Company of Chicago reserves the right to make changes to this policy as needed.