



NO SMOKING POLICY – **REVISED & EFFECTIVE JANUARY 1, 2008**

As of January 1, 2008, the Smoke-Free Illinois Act requires that places of employment must be completely smoke-free inside. Effective January 1, the Belt Railway Company of Chicago is completely smoke-free inside, including but not limited to, all buildings, vehicles, shop facilities warehouses, and within 15 feet from all entrances, exits, windows that open and ventilation areas.

Compliance with this policy is required of all employees and visitors alike. Violation of this policy will subject an employee to discipline.

Each department supervisor must review the practices and areas of accountability and assure compliance with this policy.

If there are any questions concerning the application of this policy, contact Tim Coffey, General Counsel, Secretary and Director of Human Resources at (708) 496-4112.

Revised and Distributed: January 1, 2008