

INDIANA HARBOR BELT RAILROAD

SMOKING POLICY

EFFECTIVE MAY 1, 2024

Purpose

This policy is intended to ensure that the Indiana Harbor Belt Railroad (IHB) is in compliance with the smoke-free air laws of both Indiana and Illinois.

Scope

This policy applies to all IHB employees, visitors, contractors, or anyone else on company property. It applies to all facilities, equipment and vehicles. All employees are expected to use good judgement and consider the health and safety of those around them.

Definitions

Place of employment- Any area under the control of a public or private employer that employees are required to occupy, enter, or pass through while on the job.

Public places- A portion of any building or vehicle, whether owned by a private or public entity, used by and open to the public.

Smoking- This includes cigarettes, cigars, hookah, e-cigarettes, vapes, and any other electronic smoking device.

Policy

Smoking is prohibited inside all facilities, vehicles, equipment, or any other enclosed spaces or vehicles used to transport employees. This includes but is not limited to offices, hallways, conference rooms, restrooms, lobbies, entryways, stairways, locomotives, cabooses, taxis, and track equipment.

Anyone wishing to smoke in an area where others are present should move to an area a minimum of 15 feet from any groups of people.

Smoking is prohibited within 15 feet of entrances, exits, stairs to entrances and exits, windows, or ventilation intakes of any facility, vehicle or equipment. This ensures that smoke does not infiltrate indoor or enclosed spaces.

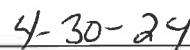
Employees and visitors are expected to adhere to this policy. While signage may not be posted in every location where smoking is prohibited, good judgement should be used regarding smoking on, in, or around buildings, equipment and vehicles.

Violations

Managers and supervisors are responsible for enforcing this policy, but every employee is responsible for upholding this policy and for respectfully reminding others of the non-smoking areas when necessary. Smoking near entrances or inside buildings, vehicles, or other enclosed spaces is a violation of state law.



Melanie Lindner, Director of Human Resources



Date