

**No-Smoking Policy**

All Employees (Canada and United States)

Issuing Department: Human Resources, Occupational Health Services and  
U.S. Casualty Management

**Policy Statement**

Canadian Pacific Railway is committed to promoting employee health and wellness by providing a smoke-free work environment. This commitment corresponds with recent research that associates smoking with health hazards for both smokers and non-smokers and complies with applicable Canadian legislation and the recommendations by the U.S. Surgeon General that ensures non-smokers can work in an environment where smoking is prohibited.

Smoking is not permitted on Company owned and leased premises in Canada and the U.S., inclusive of all work facilities, offices, Company vehicles, any work equipment, and any other enclosed area that employees occupy and frequent. Without exception, the right of a non-smoker to protect his or her health will take precedence over an employee's desire to smoke.

**Accountability**

Managers are responsible for ensuring compliance with this policy.

All employees have a responsibility to comply with this policy.

Occupational Health Services (OHS) and Employee and Family Assistance Program (EFAP) staff in Canada and Health Services and Employee Assistance Program

(EAP) staff in the U.S. are accountable for providing resources to employees related to smoking cessation when requested. Occupational Health Services in Canada and Health Services in the U.S. are also responsible for the interpretation of this policy.

Facilities Management is responsible to ensure proper identification of Company premises as non-smoking.

\* \* \* \* \*

## **Process and Application**

<b>Scope</b>	This policy applies to all employees, contractors and visitors to our Company in Canada and the U.S.
<b>No Smoking In Work Facilities</b>	Smoking is prohibited in all Company work facilities, including a workspace to which possibly only one person normally has access during a shift and which is physically separated from any other workspace (e.g. caboose, outdoor crane cab, motor vehicle, or a locomotive).
<b>No Designated Indoor Smoking Areas at Work</b>	The Company will not provide for or allow the designation of indoor smoking rooms or areas for any work facility.
<b>Restricted Smoking Outdoors</b>	Smoking is prohibited on Company property unless management has designated an outdoor smoking area. Managers may only designate an outdoor smoking area that is not otherwise restricted for safety reasons.
<b>No Smoking In Living Accommodations</b>	Smoking is prohibited in all Company living accommodations such as bunkhouses and boarding cars.  Non-smoking employees will not be housed in smoking accommodations.
<b>Smoking Cessation</b>	For information on smoking cessation or on health risks associated with smoking for both smokers and non-smokers, please contact: <ul style="list-style-type: none"><li>• your local Health and Safety Committee;</li><li>• OHS in Canada at toll free (866) 876-0879;</li><li>• Health Services in the US at toll free (800) 789-9675;</li><li>• EFAP in Canada at toll free (800) 735-0286; and/or</li><li>• EAP in the US at toll free (800) 777-0618.</li></ul>

## **Non-Compliance**

Any individual found smoking in a non-designated area on Company premises will be informed of the No-Smoking Policy and requested to cease smoking.

In addition, when an employee is found to be smoking in a smoking-prohibited area, his or her Manager or Supervisor should be notified so that appropriate action may be taken at their discretion.

## **Administration**

### **Additional Information**

If you have any questions about this policy, please contact:

- OHS in Canada at toll free (866) 876-0879;
- Health Services in the US at toll free (800) 789-9675; or
- the HRSC at toll free (866) 319-3900 or local in Calgary at 319-3900 or by e-mail at [HR-Help@cpr.ca](mailto:HR-Help@cpr.ca)

R.A. Shields  
Vice President  
Human Resources and Industrial Relations

(U.S. only disclaimer: This policy statement represents the current policy and practice of CPR regarding the prohibition of smoking and may be changed from time to time by CPR without notice. Nothing in this policy is intended to create any contract, agreement or other obligation by CPR with any of its employees.)