

The Retirement Systems of Alabama
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The Retirement Systems of Alabama

MEMORANDUM

TO: All Tenants

FROM: Property Management

DATE: March 16, 2001

SUBJECT: Non-Smoking Policy

Serious health concerns arise from the presence of second-hand smoke in the workplace. Second-hand smoke has been determined to be a Group A carcinogen by the U.S. Environmental Protection Agency. You may also be aware that the Liggett Group, a prominent tobacco manufacturer, recently agreed to place warning labels on packages of its cigarettes stating that smoking causes cancer and lung disease.

In light of these developments, we believe that smoking in the workplace -- whether it takes place in common areas or tenant spaces -- is unacceptable. In the short run, smoking in the workplace constitutes an indoor air irritant for non-smokers and a cause for complaint. Over the long run, liability for health claims made by building occupants could accrue to your company if smoking were to be permitted.

Therefore, in accordance with RSA policy per your Tenant Handbook, we are reiterating that your employees who smoke must be directed not to do so unless they are outside the building. However, smoking outside the main entrance to the building is also prohibited, your building manager will be happy to inform you which areas are designated smoking areas. If evidence of smoking is discovered in your premises, your space will receive an additional cleaning, at your expense, that is specifically designed to remove the effects of smoking. In addition, a fee of \$50.00 will also be assessed for violating Building Policy.

While building management will be continuing to enforce our non-smoking policy in common areas, we require that your company enforce this approach within your leased space. We thank you for your consideration -- not only for the health of your company's employees but for all building occupants.