



300 Fibre Way  
P.O. Box 639  
Longview, WA 98632  
360.425.1550  
kapstonepaper.com

September 11, 2015

Dear Valued Supplier/Carrier:

Re: Longview Mill is Tobacco Free

Please be advised that effective, October 1, 2015, KapStone's Longview mill site property, in its entirety, will be a tobacco free zone. Tobacco product use will not be permitted on this KapStone property. Those violating this policy will be subject to disciplinary action, including and up to removal from KapStone property.

KapStone proudly supports wellness of its employees and all visitors to our premises. We view this policy implementation as one small step toward our overall wellness and success.

Questions about the information presented here should be directed to your KapStone Fibre Supply, Procurement, Transportation, or Safety contact.

Sincerely,

A handwritten signature in black ink that reads 'Craig Fletcher'.

Craig Fletcher  
Strategic Transportation Manager

A handwritten signature in blue ink that reads 'Gary Kennedy'.

Gary Kennedy  
Regional Procurement Manager

A handwritten signature in blue ink that reads 'Curtis Marthaller'.

Curtis Marthaller  
Fiber Supply Operations Manager