

# THE TOBACCO INSTITUTE

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February 8, 1993

Ms. Karen Chaikin  
Philip Morris U.S.A.  
120 Park Avenue  
New York, NY 10017

Dear Karen:

Per our conversation on Friday, enclosed are a number of the workplace/public place materials that the Public Affairs Division has produced, or worked with allies to produce, over the last several years. These include:

- . "Smokers' Rights in the Workplace: An Employee Guide," which offers advice to smokers on how to deal with their coworkers or their employer should the issue of smoking restrictions or bans be raised. This publication is still being offered to those who request it.
- . "Open Door to Hospitality," which provides practical guidance to restaurateurs on accommodating smokers and nonsmokers. This booklet, which has won several awards, is no longer in circulation, as the TI eliminated its own workplace/public place accommodation program in December 1991.
- . "Smoking in the Workplace: Some Considerations," which was distributed to companies seeking assistance on workplace smoking issues. This publication, too, is no longer in circulation, as a result of the elimination of the workplace program some 14 months ago.
- . "A Labor Guide to Collective Bargaining on Indoor Air Quality Issues," which is still distributed by the Labor Management Committee to unions and to employees seeking assistance on workplace smoking and indoor air issues. I believe you will find that the material that BC&T sent you comes in large measure from some of the brochures in this kit. As I indicated to you over the phone, the LMC continues to provide assistance to unions who want to challenge their employers' workplace smoking restrictions. We have had a great deal of success with this portion of the program.

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- . "Is Your Workplace Making You Sick?", the Coalition of Labor Union Women handbook to workplace hazards, including indoor air quality matters.

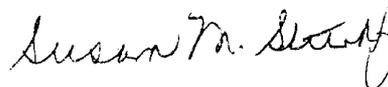
I also am enclosing two other draft documents that we discussed.

The first is the memorandum that outlines the capabilities that the National Energy Management Institute has to respond to workplace smoking issues. As I had indicated, Jack Nelson had several months earlier asked that NEMI develop a proposal; personnel changes within the organization delayed the proposal. I forwarded it to PM in mid-October. Please feel free to let me know if you have questions, or if you are interested in pursuing this proposal.

The second is the package of draft materials that I received in mid-December from one of the consultants who works with the Labor Management Committee to advise unions on their rights with regard to workplace smoking.

I hope this material is helpful. I look forward to meeting with you on Thursday.

Sincerely,



Susan M. Stuntz

Enclosures

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