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To: All Quantum and Premier Books Personnel
From: John Lindsay, D.A.R.E. America
Re: No- Smoking Policy
Date: October 1, 2007

PLEASE POST AT ALL QUANTUM AND PREMIER OFFICES

The purpose of this memorandum is to remind all Quantum and Premier Books Personnel that there will be no smoking prior to or while engaged in any activities related to the D.A.R.E. program. This includes smoking on breaks and returning to work with tobacco on your breath and/or the odor of tobacco use on your clothing.

D.A.R.E. America recognizes the hard work of Quantum and Premier Books Personnel but anyone representing D.A.R.E. in any capacity still must adhere to the highest standards of professionalism, respect and integrity. This includes a strictly enforced No-Smoking policy.

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