



Smoking

CS RCA SDN BHD is committed to promote the health of CS RCA SDN BHD's employees by restricting smoking in CS RCA SDN BHD's work environment.

Smoking is not permitted at any time or under any circumstances in the following areas where CS RCA SDN BHD is conducting business.

Elevators, foyers, hallways, lobbies, rest rooms; stairwells; file rooms and the like, offices, cafeterias or lunch rooms, aircraft, whether owned, rented or leased by CS RCA SDN BHD, designated hazardous areas, conference, meeting or training rooms; including non-CS RCA SDN BHD facilities which CS RCA SDN BHD pays to use (e.g., hotel meeting / banquet rooms paid for solely by CS RCA SDN BHD for conference, training or social purpose).

Where feasible and cost effective, smoking may be permitted in areas designated by the management at a location/facility. For purposes of identifying appropriate designated smoking areas, each location will stand alone. Where practical and at the Company's sole discretion, smoking may be permitted in indoor smoking areas designated by the management at a facility/location; and outdoors on CS RCA SDN BHD's premises except where prohibited for safety purposes or detrimental to CS RCA SDN BHD's image.

Supervisors should ensure that their current employees, prospective new hires and third-party workers understand and comply with this policy. Where practical, a notice may be posted to identify specific designated smoking areas and/or no smoking areas for the related facility/location.

Designated Smoking Areas may be reconfigured, changed, relocated or discontinued at any time without any prior notice.

Andrew Hampson
Managing Director
October 2018