

## Smoke Free Workplace Policy

We provide a safe and healthy work environment for all employees, contractors, and visitors. To support this commitment, we have established a Smoke-Free Workplace Policy to protect individuals from the health hazards associated with exposure to secondhand smoke and to promote a healthier workplace. This policy applies to all employees, contractors, visitors, and vendors on company premises, including all indoor and outdoor areas, parking lots, and company-owned vehicles.

1. Smoking is strictly prohibited in all indoor areas, including offices, conference rooms, restrooms, break rooms, and common areas.
2. Smoking is also prohibited in all outdoor areas within company property, including entrances, exits, sidewalks, parking lots, and company-owned vehicles.
3. The use of electronic cigarettes, vaping devices, and similar products is subject to the same restrictions as smoking traditional tobacco products.
4. To accommodate smokers, we may provide designated smoking areas located at a reasonable distance from building entrances and windows. These areas will be clearly marked, and appropriate waste disposal containers will be provided.

All employees, contractors, and visitors are expected to comply with this policy. Supervisors are responsible for enforcing the policy and addressing any violations. Employees who violate the smoke-free policy may be subject to disciplinary action, up to and including termination of employment. Visitors and contractors who violate the policy may be asked to leave the premises.

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

Kayne Buik

Managing Director



Signed Date 24/05/2024.

Densil Ugle

Managing Director

