

Tobacco-Free and Chewing Substance Prohibition Policy

Purpose

This policy is established to maintain a clean, healthy, and professional working environment. Chewing gutka, pan, and smoking are strictly prohibited within the office premises to promote hygiene, ensure safety, and support the well-being of all individuals in the workplace.

Scope

This policy applies to all employees, contractors, consultants, interns, vendors, and visitors while on company premises, including but not limited to:

- Office floors and workstations
- Meeting rooms, washrooms, and pantry areas
- Elevators, stairwells, and corridors
- Parking areas and building lobbies (as governed by building rules)

Policy Statement

1. Chewing Gutka, Pan, or Similar Substances

- The consumption, chewing, or spitting of *gutka*, *pan*, tobacco, or similar products is strictly **prohibited** in and around the office premises.
- Any act of spitting such substances in or near the workplace is considered a serious hygiene and disciplinary violation.

2. Smoking

- Smoking of any kind, including cigarettes, cigars, e-cigarettes (vapes), or other tobacco/nicotine products, is **not allowed** inside the office building or on company premises.
- Designated smoking zones (if any) may be used in accordance with local regulations and building rules.

Disciplinary Action

Non-compliance with this policy will lead to disciplinary action, which may include:

- Verbal or written warnings
- Monetary fines for cleaning/damages (if applicable)
- Suspension or termination for repeated violations

Health & Safety Commitment

Infoservices is committed to fostering a healthy and respectful workplace. We encourage employees to seek assistance if they wish to quit tobacco or smoking products. HR can provide support or direct individuals to counselling or wellness programs.