

	Standard Operating Procedures GHCD	DOC NO: 4.11.6	ISSUE: 2
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TITLE	Non-Smoking Policy	PAGE: 1/1	

1.0	<p>Non-Smoking</p> <p>1.1 General</p> <p>The Company is committed to provide a safe and healthy environment in the work place. To provide a smoke-free environment in all areas of Head Office building for the following personnel:</p> <ul style="list-style-type: none"> • All staff • Sub-Contractor personnel • Visitors <p>Smoking in a confined space i.e. within office, factory premises, washrooms, etc. is strictly prohibited.</p> <p>1.2 Enforcement Officer</p> <ul style="list-style-type: none"> • The Management has appointed the Officer to monitor anyone smoking in the Head Office building. The Officer has the right to issue an official memo to the Group Human Capital Division in informing the staff conduct. <p>1.3 Penalty</p> <ul style="list-style-type: none"> • In order to enforce the Non-Smoking Policy, anyone caught smoking in the Head Office premises will be imposed the disciplinary action and fine to be determined by the Management. <p>1.4 Smoking (including vapes and e-cigarettes)</p> <ul style="list-style-type: none"> • Smoking is only allowed in designated areas. • Smokers are required to keep the designated areas clean and cigarettes butts (which can be a fire hazard) must be thrown inside the bins/ashtrays provided. • Regular absences from workstation during working hours and spending too much time to have cigarette breaks will result in an imbalance in the working time of other co-workers, slowing the work and negatively affecting productivity. • Smoking in a group is strongly discouraged as it tends to lead to longer time spent for the break. • Smoking in our toilets is also strictly prohibited. <p>Thus, staff are advised to reduce the time taken for their cigarette breaks. Please also be reminded that smoking is only allowed at the designated areas provided by the Company.</p>
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