

INDIA POLICIES



Wipro Smoke Free Work Place Policy

PURPOSE:

Wipro offices are a smoke-free work environment. We do not wish to dictate your personal habits, but we must protect the well-being of the majority. Hence, the purpose of maintaining a smoke –free environment is related to two issues: (a) the health and safety of employees, and (b) the comfort and convenience of all employees and those visiting the Company.

POLICY:

- Smoking is not permitted anywhere within the buildings of Wipro. Smoking outside the workplace on company property is permitted only in designated areas
- This policy also applies to the use of cigarette imitation products including electronic cigarettes and ENDS (Electronic Nicotine Delivery Systems).
- Employees assigned to work at customer sites are required to comply with the customer's smoking policies while on the customer's premises.
- Employees should not allow, "Smoke breaks" to delay or interfere with the timely completion of their work assignments.

NON COMPLIANCE:

Violations of the policy will result in corrective action.

Please contact the Human Resources department or your local manager, if you have any questions regarding this policy.

Amendment History

Amendment Date	Version	Author	Approved By	Nature of Changes
19 th March 2014	1.0	FMG Team	FMG Head	Version Update