



SMOKING POLICY

Doc: S&P-IMS-POL-05

Rev: 00

Level: 01

Date: 14.02.2021

The Smoking Policy of Shanfari & Partners Co. LLC serves to protect all non-smoking employees from secondhand smoke without necessarily preventing the rights of such employees who partake in smoking, maintain a clean working environment, maintain company image, and to prevent from any potential fire occurrence that may occur.

SCOPE AND LIMITATIONS

This policy shall apply to all the company employees, suppliers, sub contractors, visitors, as well as the customers.

PROVISIONS

Employees, suppliers, sub contractors, visitors, and customers are prohibited from smoking inside buildings, especially in poorly ventilated areas such as storage facilities for flammables, warehouses, and generally in areas where no smoking signs are posted within the compound. Designated smoking areas will be strategically placed within the compound vicinity where smoking will be allowed.

DESIGNATED SMOKING AREAS

The following areas are the designated smoking areas where employees, suppliers, sub contractors, visitors and customers allowed to smoke.

Outdoor Parking Areas without No smoking signs

Outside the building without no smoking signs

Shelters prepared as designated smoking sheds

Smoking in places other than the designated smoking areas is strictly prohibited by the company and will be followed by appropriate disciplinary actions. Moreover, smokers are required to keep the designated smoking areas litter free, which includes properly extinguishing and disposing of cigarette butts and remaining ashes into the proper waste receptacles.

SMOKE BREAKS

Employees, suppliers, and sub contractors are not to smoke while doing their respective duties and responsibilities during working hours. Smoking employees are permitted to have five (05) smoke breaks every day with a span of 10 minutes each, throughout their respective work shifts. Additionally, smoking employees are also discouraged from smoking before meeting with prospective clients or visitors.

NO SMOKING SIGNAGES

The company shall provide appropriate signages at the designated smoking areas. No Smoking signages shall be placed strategically in areas where smoking is not allowed.





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SANCTIONS AND PENALTIES

The following sanctions and penalties will take effect.

Extension of smoking breaks beyond ten (10) minutes, littering at the designated smoking areas, and smoking before important client meetings.

- First and second warning letters for the first- and second-time offenders
- A final warning letter, even suspension, for third time offenders.

Smoking while working and in areas with poor ventilation (company or client's warehouses, storage facilities for flammable etc.,)

- Immediate termination

QUIT SMOKING CONSULTATION

Employees who are interested in taking consultation on "How to Quit Smoking" may visit the Human Resources Department at any given break period.

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14.02.2021

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Chief Executive Officer