



## SIPEF SMOKE-FREE WORKPLACE POLICY

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SIPEF is committed to a safe and healthy work place environment for all of its employees, visitors and clients. A smoke-free working environment is part of our commitment.

The World Health Organisation has documented the detrimental effects of smoking and of passive smoking.

1. Employees must not smoke on the workplace or within 5 metres of the entrance of Group buildings. Smoking is not permitted in the toilet areas, hallways or any other part of the buildings.
2. Smoking is prohibited in company vehicles.
3. Signs are to be posted to inform employees and other stakeholders of the implementation of this policy.
4. The company will make smoking areas available, if and when possible. Smoking areas will be well ventilated and clearly identified.
5. Employees found in breach of this policy will be subject to disciplinary action.
6. This Policy applies to all Companies under the Management of SIPEF.