

SMOKE FREE WORKPLACE POLICY

Objective:

- To guarantee a healthy working environment and protect the current and future health of employees, customers and visitors to the Office & Factory.
- To comply with the Prohibition of Smoking in Public Places Rules 2008 as implemented by the Government.

Procedure:

Actions	Responsibility
1. Emphasise this Policy during induction of new employees	HR Officer
2. Ban smoking and use of tobacco by any person in the premises, of Office & Workplace. Any breach of this Policy should be brought to the attention of HR-Manager immediately	HR-Manager
3. Raise awareness of the dangers associated with exposure to tobacco smoke and to actively promote a campaign to highlight the health risks of smoking	HR Officer
4. Be recognised in upper quartile of employers for delivering effective Smoke Free Workplace Policy	HR Officer
5. All Contract Agreements to include clause regarding compliance of the Smoke Free Workplace Policy by all Contractors, Agents engaged for the business of Himgiri Casting Pvt. Ltd.	HR Officer
6. Internal and external signs to be displayed to reinforce the Smoke Free Workplace Policy.	HR Officer

Guidelines:

- The Policy will be communicated throughout Himgiri Casting Pvt. Ltd to all employees and will become part of Local Conditions of Service.
- Breach of this Policy will be subject to disciplinary action by the Management of Himgiri Casting Pvt Ltd.

Arpit Agarwal
Director

Date: 1st April 2022