

Policy: On Smoking

PL No. 45

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Applicability- All Employees on Company Roll

Total No. of Pages- 1

We do not wish to promote smoking, hence try that you do not smoke. However if at all you must do smoking, then do it only at the places which are designated and also has the smoking area sign board displayed.

The staff must make sure that there is no litter like cigarette butts, extinguished bidi, cigarette packets and bundles, etc. They shall also make sure that bidi/cigarette are extinguished and thrown in dustbin only.

HR Department will make sure at all locations there is a visible signboard written "Smoking Area" and dustbin at designated places. Dustbin should be not made of flammable materials such as plastic.

Employee in order to know the location of smoking area get in touch with HR Department or Security Office.

Going out of the premises for Smoking breaks is prohibited for everyone at all locations.

O.K. Approved

Written By
Head- HR



Approved

Approved By
Management