

SMOKING POLICY

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APPLICABLE TO: All B&S Group Staff (India)

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DISCLAIMER: B&S reserves the right to revise the present policy from time to time, so make sure you have always the latest version.

All staff is expected to familiarize themselves with the policy. If any member of staff requires further guidance, please refer your queries to the relevant member of Human Resources.

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1. POLICY STATEMENT

B&S Group maintains a smoke- and tobacco-free office. No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of the building or in vehicles owned, leased, or rented by the Company.

2. WHO IS COVERED BY THIS POLICY?

This policy is applicable to all employees at whatever level of the organisation's hierarchy, as well as sub-contractors who undertake activities on behalf of the organisation and any [visitors to/customers on] the organisation's premises. This policy and its mandatory application will be communicated to all employees, sub-contractors, [visitors/customers] and interested parties.

3. WHAT IS COVERED BY THIS POLICY?

Smoking is prohibited within B&S premises. Employees may smoke outside in designated areas as Smoking Zone/Area (Near Canteen Entrance) during breaks.

When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else.

No additional breaks beyond those allowed under the Company's break policy may be taken for the purpose of using tobacco or similar products. Dispose of any litter or Match Box properly in the vessels provided for that purpose.

4. PERSONNEL RESPONSIBLE FOR IMPLEMENTATION OF THIS POLICY

The HR department is responsible for informing New starters of this policy, as part of the organisation's induction process, new starters should be told about this policy and shown where it is located during the site tours.

Employees are responsible for informing visitors/customers to the premises of this policy.

5. RESTRICTION

All employees are expected to abide by this policy in all respects while at work, whether on company premises or while in transit between work locations or assignments, as well as while the employee is off duty, if the employee is on company premises or in vehicles owned, leased, or rented by the company.

6. PRIVILEGE

Being permitted to use tobacco products during breaks is a privilege, as long as such use does not interfere with the employee's work, fitness for duty, or professional appearance. If that privilege is abused, it may be withdrawn altogether.

7. NON-COMPLIANCE

Any infringement of these rules by an employee may result in appropriate disciplinary action, which will be dealt with in accordance with B&S's disciplinary procedure.