



SMOKE-FREE AND TOBACCO-FREE WORKPLACE POLICY

KA PETRA SDN BHD is dedicated to providing a healthy and productive work environment for the health and wellbeing of its employees. Motivated by our desire to provide a healthy work environment for our employees, the following smoking policy has been adopted and shall apply to all employees of KA PETRA SDN BHD.

It will be our policy to provide a smoke-free and tobacco-free workplace, effective **1st January 2015** for the following reasons:

- To provide a healthy, smoke-free environment for all KA PETRA SDN BHD employees, consultants, contractors and visitors.
- KA PETRA SDN BHD is in a position to affect positive change within the larger community.
- To provide health leadership in becoming a totally smoke-free and tobacco-free organisation by recognising that smoke-free and tobacco-free settings reinforce consistent messages to the community about the harmful effects of smoking and exposure to second hand smoke.

The Smoke-Free & Tobacco-Free Workplace component of this policy is applicable to:

- All KA PETRA SDN BHD employees, visitors, contractors and all others accessing KA PETRA SDN BHD grounds and facilities.
- All enclosed areas where work is performed, as well as in rest rooms, all meeting rooms, all lunch rooms, hallways, stairways, private offices and all other enclosed facilities.
- All public areas including within personal vehicles whenever the vehicles are parked on company property. There will also be no tobacco used in personal vehicles when it is used in the course of work whenever other employees or another person is in the vehicle on company's authorized business.
- All employer owned and all employer leased vehicles used by employees at all times
- All company-sponsored off-site conferences and meetings.

Additionally, employees may smoke in the designated areas, but the smoke and tobacco products must be completely contained within the area. All materials used for smoking in this area, including cigarette butts, matches and lighters will be extinguished and disposed of in the receptacles provided for that purpose. Cleanliness, housekeeping, time management and discipline must be maintained at all times.

This policy will be posted and copies will be made available to every employees. Signs detailing the requirements of this policy will be posted at the entrance to all workplace property, at all building entrances, and throughout all buildings that comprise the workplace.

The success of this policy will depend on the courtesy and cooperation of both tobacco users and non-users. Everyone is responsible for following and helping to enforce the policy. Problems should be brought to the attention of the General Manager of Human Capital and Corporate Management. Violations of this policy will be dealt with accordingly.

DATO' SHAHRUL AMIRUL
CEO / EXECUTIVE DIRECTOR

Date: January 2015

