








## Smoking Policy

**ESSEM Group** is fully committed to ensuring that all its staff, visitors and contractors are not exposed to the hazard of tobacco smoke in its workplaces including company building and vehicles. Accordingly:

-  all staff shall promote and ensure compliance with the Smoking Policy
-  Smoking is however, permissible only in areas designated as a "Smoking Area." The company aims to encourage and assist employees to give up smoking where possible, which is in their long-term interest.
-  In the interest of having a healthy workforce, staff who smoke are provided with assistance to quit smoking.
-  Employees not complying with the policy will be referred to Occupational health/their manager for support subject to the usual disciplinary procedure.
-  Visitors not adhering to the policy will be asked to comply or leave the premises or site.

The aim of this policy is not to punish smokers, but to improve and protect the health of all members of staff as second hand smoke is known as health hazard.



**Muffadzlee Dato' A. Sufian**  
Managing Director

10<sup>th</sup> June 2016