

## Smoking & Vaping

### Objective

To ensure the health and safety of all employees, contractors, and visitors by minimizing risks associated with smoking and vaping, including fire hazards and exposure to second-hand smoke.

### Scope

Applies to all employees, contractors, and visitors on company premises or using company vehicles and machinery, covering all forms of smoking, including vaping.

### Policy

#### 1. Smoking and Vaping Restrictions

Smoking and vaping are forbidden in the following places and situations:

- Inside any company vehicle.
- Inside the cab of any KFL machinery.
- Within three meters of flammable chemicals such as fuels, solvents, or paints.
- Inside any enclosed KFL space (e.g., buildings, shipping containers).
- Anywhere with a potential fire hazard.

### Procedure

#### 2. Enforcement

- **Responsibility:** All personnel must adhere to this policy.
- **Communication:** Inform all personnel during site inductions and regular safety meetings. Display signs in restricted areas.

#### 3. Handling Violations

- **Reporting:** Report violations to a team leader.
- **Action:** Investigate promptly. First-time violators receive a warning; repeat offenders face disciplinary action.

#### 4. Acknowledgment:

*I acknowledge that I have read and understood this policy/ procedure "Smoking"*

Name:

Sign:

Date:

