**Smoking Policy**

**Purpose:**

This policy is aimed at protecting individuals from the dangers of passive smoking in their associated environments and also to reasonably safeguard life and property against fire hazards.

**Scope:**

employees, trainers, auditors, contractors, and trainees while conducting business with or on behalf of the Institute shall be required to comply with this policy.

**Procedure:**

1. There shall be no Smoking in all buildings and facilities under the jurisdiction of Ministry Decision 286/2008, Article 26, Point 2.
2. Smoking is prohibited at any work site, in any customer building or facility, or in any Company-owned or -leased building or vehicle.
3. Smoking is only permitted in appropriately designated areas outside of a customer or Company building.
4. In Institute-owned or wholly leased buildings, “non-smoking area” signs shall be posted at all entrances notifying all occupants and visitors that the building is smoke free. Additionally, Management, shall establish and clearly identify designated Smoking areas outside the building and ensure “designated Smoking area” signs are clearly posted.
5. The policy shall be communicated to all employees, contractors and visitors during the site HSE orientation.
6. Employees failing to abide by this policy may be subject to disciplinary measures that may include termination. Equivalent measures shall be applied to contractors or visitors.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. Samir Al Bahrani

Manager of Institute Next Review 25 / June / 2026

25 / June / 2025