

2022

 **SAJJAN INDIA
LIMITED**



Tobacco-Free Sajjan

TOBACCO-FREE POLICY

We care about your health and recognize the ill-effects caused by exposure to smoking and the use of tobacco products. SAJJAN INDIA LIMITED is committed to promoting the well-being and safety of all its workforce by prohibiting the use of tobacco in any form which is identified as the number one cause of cancer and preventable death throughout the world.

DESCRIPTION

This cessation policy emphasizes on the culture of good health at our workplace and supports the well-being of all our employees, contract staff, vendors, and visitors.

APPLICABILITY

Scope of Coverage

This policy applies to all employees of SAJJAN INDIA LIMITED irrespective of permanent or contract staff, consultants, interns, auditors, vendors, customers and visitors working or associated with the company. The policy will initiate immediately and will be in effect at all times in the premises owned or leased by SAJJAN INDIA LIMITED.

DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

“Smoke” and “Smoking” mean inhaling, exhaling, burning, or carrying any cigarette, cigar, electronic or non-electronic smoking device, pipe, hookah or other product or substance; or any other smoking of tobacco, nicotine, plant or substance, whether natural or synthetic, in any manner or in any form.



PURPOSE/RATIONALE

Freedom from smoke and tobacco at our workplace acts as an intervention measure adopted by SAJJAN INDIA LIMITED to enhance the quality of life and improve the health status and productivity of our entire workforce. The health hazards related to tobacco impacts both the user and the non-tobacco user who is exposed to it passively. Each and every member of the SAJJAN family is important to us and we intent to provide all with a work environment conducive to good health.



Smoke/Tobacco-Free Policy

SMOKING AND THE USE OF TOBACCO PRODUCTS

- Smoking and the use of tobacco products are prohibited at all times and at all places under the control of SAJJAN INDIA LIMITED, including, but not limited to its work areas, meeting rooms, private cabins, conference rooms, eating area, corridors, visitor's hall, restrooms, company vehicles and all the other adjoining areas. There will be no designated smoking areas within the premises, since no level of tobacco use is considered to be safe. There are no exceptions to this rule.
- Smoking and tobacco products must be extinguished and properly disposed of prior to entering SAJJAN INDIA LIMITED property or exiting personal vehicles.
- Employees to not smoke or use tobacco products while wearing uniform identifying them as a SAJJAN INDIA LIMITED employee (applicable to plant/factory or site where wearing uniform is a requirement)
- For all those who wish to smoke can do so at their own risk at the designated "Zones" which is outside the office premises. Every effort must be made to safeguard the health and safety of our passive tobacco users by making sure that any residue is properly mitigated prior to entering into the workplace.
- The odour of smoke on breath or clothing, the appearance of spit tobacco use (out pouching of lower lip/tobacco remnants in teeth) or residue is prohibited in all our work areas.



COMMUNICATION

- Visual safety tobacco-free signages will be clearly posted at all entry and exit points and at prominent places in the workplace.
- Our workforce as defined under "Applicability / Scope of coverage" will be informed of the policy through a variety of channels like signages, posters, e mails, notices, bulletins, team meetings, and other forms of written and verbal communication methods.
- This policy will additionally be included in new-employee orientation program and other documents where appropriate.



COMPLIANCE

- This policy is the shared responsibility of all SAJJAN INDIA LIMITED personnel. Employees are authorized and encouraged to communicate this policy with courtesy, respect and diplomacy.
- Employees who violate this policy are subject to disciplinary action, up to and including termination. The supervisor or manager will document incidents of smoking, tobacco use and/or smoke odour by employees for disciplinary action.
- Employees who encounter resistance in complying or violation of the tobacco-free policy are encouraged to politely and respectfully explain the policy to the offender. Subsequent violations will be addressed through disciplinary action as set out under the "Penalty" clause or as deemed appropriate, in accordance with company practices.



PENALTY

The employee found violating this policy will be penalized with **INR 2,500** per instance.

After three such repeated instances, strict disciplinary action will be taken based on the level of severity and non-compliance.

REVIEW

SAJJAN INDIA LIMITED reserves the right to review the policy on a timely basis and make amendments or additions to ensure that it is sustained, effective, and up to date.



“Sajjan’s tobacco-free worksite policy is not about penalizing tobacco users, but rather encouraging all our employees to live a healthy lifestyle”

YOUR SAFETY MATTERS TO US

CORPORATE OFFICE

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