

**1. Policy objectives**

The objectives of this policy are:

- To comply with legislation (Tobacco Products Control Amendment Act No 23 of 2007).
- To protect the interest of non-smoking employees, clients and visitors.
- To clarify the requirements for Designated Smoking, Vaping and e-smoking Areas.

**2. Scope**

This policy applies to:

- Afrimat Limited and its subsidiaries, wholly owned distributors and joint ventures in which Afrimat Limited has controlling interest or the management responsibility and their stakeholders.
- Appointed Contractors and their personnel.
- Customers and visitors visiting Afrimat sites.

**3. Conditions**

- Any person on our premises who is unwillingly subjected to tobacco smoke, vaping or e-cigarettes may object without fear of recrimination or victimization.
- In terms of their contracts of employment, employees are entitled to certain tea- and lunch breaks. Amongst other things, these breaks may be used for smoking, vaping or e-smoking. Any further smoke, vaping or e-smoking breaks (regardless of the amount of work conducted during such break) taken during the course of the day are to be taken with the prior approval of the smoking, vaping and e-cigarettes employee's Line Manager.
- Line Managers are required to apply their discretion in managing the amount of time away from work utilised by smoking staff and to ensure that it is reasonable and that non-smokers are not demotivated or relatively deprived by this.
- Smoking, vaping or e-smoking outside Designated Smoking Areas is strictly prohibited.
- The company will act swiftly and decisively against any person who smokes outside Designated Smoking Areas and the necessary disciplinary steps will be taken in line with company rules.
- Smoking, vaping and e-smoking is prohibited in any of offices irrespective of site.
- Employees may not smoke, vape or e-smoke in any area where Hazardous Chemical Substances are present.
- Minimum requirements for Designated Smoking, vaping and e-smoking Areas:
  - Signage to be posted indicating that it is a Designated Smoking, vaping and e-smoking Area.
  - Shall be outside any enclosed structure or building and a well-ventilated area.
  - Suitable containers to safely dispose of tobacco refuse will be provided in the Designated Smoking Areas. Smokers are required to use these in order to maintain the cleanliness and tidiness of these areas.
  - The legally prescribed health notices/warnings must be clearly displayed on the boundary or at the entrance to such area.
- Employees may not smoke in any area that is not specifically marked as a Designated Smoking, vaping or e-smoking Area.
- People under the age of 18 shall not be allowed to enter any Designated Smoking, vaping and e-smoking Areas.
- Company vehicles may not be declared as Designated Smoking, vaping and e-smoking Areas and as such smoking in company vehicles is forbidden.

**Approved by:**

<b>Name:</b> Renier van Coller	 SIGNED ELECTRONICALLY
<b>Position:</b> General Manager: People	<b>Signature</b>