

## 09 Workplace Hygiene Policy

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| Policy No.      | CATALYST\HR\09                |
| Policy Owner    | Chief Human Resources Officer |
| Function        | HR & Admin                    |
| Approver        | Managing Director             |
| Issued on       | 01-04-2023                    |
| Version         | 1.0                           |
| Last amended on |                               |

### **Smoking:**

In compliance to the regulation and to contribute to the health and well-being of all employees, use of all tobacco products, including chewing tobacco, is banned in the workplace area. Workplace areas include all areas within site perimeters, i.e. open areas, office space, canteen, reception, lifts, Sites, Unites, staircases, lift lobbies, working, storage space and all company vehicles.

We in CATALYST fully comply with the “No Smoking” policy in all CATALYST office premises.

### **Alcohol:**

Consumption of alcohol and any prohibited drug is banned in the workplace area. Workplace areas include all areas within site perimeters, i.e. open areas, office space, canteen, reception, lifts, Sites, staircases, lift lobbies, storage space and all company vehicles.

Smoking is only allowed in designated areas.

This Policy applies also to visitors whilst in the areas mentioned.

All employees are, like-wise, expected to respect and comply with any such restrictions in other offices and public places.

***The Management, may its discretion, review this policy periodically and make modifications as necessary from time to time.***

