## Stefanutti Stocks (Pty) Ltd Smoking/Vaping in the Workplace Policy Statement



Stefanutti Stocks (Pty) Ltd has a sincere interest in the health of its employees and the maintenance of a safe and legally compliant working environment.

It is therefore recognised that:

- Smoking/Vaping in the workplace and public areas is prohibited by legislation;
- Smoking/Vaping may be detrimental to employees' health;

In line with legislation, all buildings of the Group (including site offices and workshops) are declared smoke/vape free zones.

Group entities and sites are required to create designated smoking/vaping areas to accommodate employees who smoke/vape.

Employees and / or visitors may only smoke/vape in the designated smoking/vaping areas provided.

The number of smoke/vape breaks and the duration thereof should not impact negatively on the employees work and productivity.

We emphasize the rights of non-smoking/vaping employees and expect those employees who do smoke/vape to adopt common courtesy, which would include:

Disposal of cigarette ends, matches, etc. in provided ashtrays;

- Taking note of a non-smoker's complaints;
- Not to leave cigarettes burning in an ashtray;
- Not abusing time allowed for smoke/vape breaks.

Non-compliance to this policy will be dealt with in accordance with the company disciplinary procedures.

Russell Crawford
Chief Executive Officer
Revised: 01/07/2024