

KNK RECOGNISES THAT SMOKING AND PASSIVE SMOKING ARE A RISK TO HEALTH. THIS DOCUMENT OUTLINES THE POLICY OF MOVING TO A SMOKE-FREE WORKING ENVIRONMENT WITHIN **KNK**.

ALL EMPLOYEES AND VISITORS WILL BE REQUIRED TO ADHERE TO THE POLICY.

SMOKERS SHOULD HAVE APPROPRIATE OPPORTUNITY TO BE ABLE TO SMOKE DURING THE WORKING DAY WITH DIGNITY. AT THE SAME TIME SMOKERS NEED TO BE SENSITIVE TO OTHER NON-SMOKING EMPLOYEES

SMOKING RESTRICTIONS - SUBJECT TO THE EXEMPTIONS MENTIONED BELOW, SMOKING WILL BE PROHIBITED IN ALL AREAS OTHER THAN IN DESIGNATED SMOKING AREAS: DESIGNATED SMOKING AREAS WILL BE SEPARATE AREAS, NOT USED FOR OTHER PURPOSES AND NOT A WORKSTATION, OFFICE, (EVEN IF ALL OCCUPANTS, OR THE ONLY OCCUPANT, WANT TO SMOKE THERE), TOILET, FOYER, OR OUTSIDE A PUBLIC ENTRANCE.

KNK WILL NOT PROVIDE ANY AMENITIES WHICH WILL AID OR HELP EMPLOYEES TO SMOKE. CONSEQUENTLY, EMPLOYEES WISHING TO SMOKE WHO DO NOT HAVE ACCESS TO A DESIGNATED SMOKING AREA WILL BE REQUIRED TO LEAVE THE WORK PLACE TOTALLY BEFORE BEING AT LIBERTY TO SMOKE.





MANAGEMENT - **KNK** HAS A DUTY TO ENSURE THAT THE HEALTH AND SAFETY OF ALL ITS EMPLOYEES IS MAINTAINED AND THAT THEIR WELL-BEING IS SUSTAINED AT THE OPTIMUM LEVEL. IT WILL BE THE RESPONSIBILITY OF ALL LINE MANAGERS/SUPERVISORS TO ENSURE THE POLICY IS IMPLEMENTED AND THAT ALL EMPLOYEES ARE AWARE OF IT AND WORK WITHIN IT. IT WILL BE THE RESPONSIBILITY LINE MANAGERS/SUPERVISORS TO ENSURE THAT THERE IS NO LOSS OF PRODUCTIVITY BY EMPLOYEES WHO SMOKE DURING THEIR NORMAL WORKING HOURS.

EMPLOYER'S RESPONSIBILITIES - THE EMPLOYER WILL ENSURE THAT IN ALL AREAS OF RECRUITMENT, ALL POTENTIAL EMPLOYEES WILL BE MADE FULLY AWARE OF THE SMOKING POLICY PRIOR TO TAKING UP EMPLOYMENT

EMPLOYEE'S RESPONSIBILITIES - IT WILL BE THE RESPONSIBILITY OF EACH INDIVIDUAL EMPLOYEE TO UPHOLD AND COMPLY WITH THE NO SMOKING POLICY. **KNK** CONSIDERS THAT PERSISTENTLY ACTING IN CONTRAVENTION OF THE POLICY IS A MATTER WHICH MAY REASONABLY BE DEALT WITH THROUGH THE DISCIPLINARY PROCEDURE.

EMPLOYEES TAKING BREAKS IN ORDER TO SMOKE WILL MAKE UP THE WORKING TIME MISSED THROUGH SMOKING BY EXTENDING THEIR HOURS AND/OR MAKING A REDUCTION TO THE LENGTH OF THEIR LUNCH BREAK.

ADVICE AND HELP - **KNK** HAS A DUTY TO PROMOTE GOOD HEALTH GUIDES AND PRACTICES FOR ALL EMPLOYEES. CONSEQUENTLY FOR THOSE EMPLOYEES WHO SMOKE, AND WHO MAY BE CONSIDERING QUITTING, OR WHO HAVE QUIT, PRACTICAL ADVICE AND HELP WILL BE FREELY AVAILABLE THROUGH THE COMPANY'S OCCUPATIONAL HEALTH PROVIDER.

| | Signature | Date |
|-----------------------------|---|------------|
| Operations Director |  | 1 May 2009 |
| General Manager |  | 1 May 2009 |
| Quality/Environmental Mgr |  | 1 May 2009 |
| Supply Chain/Partnering Mgr |  | 1 May 2009 |