

Cladtek is committed to supporting the long-term health and welfare of its employees.

Smoking cigarettes or other types of smoking is a personal choice, but in the interest of everyone's own health, and the health of those around, Cladtek discourages smoking.

Cladtek policy regarding smoking at any Cladtek controlled offices, manufacturing facilities or workplaces is as set out below:

- There shall be no smoking whatsoever inside any office, workshop, factory building, locker room, ablutions facility or other building owned, leased or occupied by Cladtek, nor shall smoking be permitted within a minimum of 5m of any entry or egress point to such building.
- There shall be no smoking whatsoever inside any vehicle owned, hired, or leased by Cladtek.
- There shall be no smoking in any area designated by "No Smoking" signage, and within a minimum of 5m or such greater distance designated by statute of any flammable product including fuel storage, flammable gas storage, paint storage, chemical storage, or timber and paper storage area.
- In outside areas within the boundary of a Cladtek facility, Smoking shall be permitted only in locations specifically designated for smoking. Suitable locations shall be identified and marked up clearly by the General Affair Section.
- Where smoking is permitted, cigarette butts and used packaging shall be disposed of properly in facilities provided for the purpose.
- Where employees choose to smoke, any time taken out of normal working time for the purpose of smoking shall be kept to a minimum. Designated meal breaks should preferentially be used for this purpose. Cladtek reserves the right to take disciplinary action where an excess of time is taken away from the employees work for the purpose of smoking.

Compliance with this policy is considered mandatory by Cladtek, and disciplinary action may ensue where this policy is breached. The policy applies to all Cladtek employees, as well as all other personnel attending a Cladtek facility including customers, subcontractors, suppliers, goods delivery persons, and visitors.

As part of Cladtek continuous improvement process, this policy will be reviewed periodically and may be updated or modified from time to time. Cladtek is committed to ensuring this policy is communicated clearly to all employees and well understood.

Approved by,



Lee Wilson  
Chief Executive Officer