



TOBACCO FREE WORKPLACE POLICY

Chandigarh, India

Tobacco Free Workplace Policy

1. Purpose

The purpose of this Tobacco Policy is to promote a healthy and productive work environment for all employees of Sark Group. This policy aims to create awareness, protect non-smokers from exposure to second-hand smoke, and encourage employees who use tobacco to consider cessation resources.

2. Scope

This policy applies to all employees, contractors, visitors, and guests on Sark Group premises, including office spaces, conference rooms, common areas, company vehicles, and any other locations where Sark Group business is conducted.

3. Smoking and Tobacco Use Prohibition

Smoking and the use of tobacco products are prohibited in all indoor and outdoor areas of Sark Group premises. This includes but is not limited to:

- Offices
- Meeting rooms
- Hallways
- Cafeterias
- Restrooms
- Company vehicles
- Parking lots

4. Designated Smoking Areas

Sark Group recognizes the importance of providing designated smoking areas for employees who choose to smoke. These areas will be established and clearly marked. Employees are required to use these designated smoking areas and dispose of cigarette butts in provided receptacles.

5. Tobacco Cessation Support

Sark Group is committed to supporting employees who wish to quit smoking or using tobacco products. We will provide information on available resources, such as counseling services, nicotine replacement therapy, and other cessation programs.

6. Enforcement

Violations of this tobacco policy may result in disciplinary action, up to and including termination of employment. Sark Group reserves the right to take appropriate action based on the severity and recurrence of violations.

7. Communication and Education

Sark Group will periodically communicate and educate employees about the tobacco policy. This may include informational sessions, posters, and other awareness campaigns to encourage compliance and foster a culture of well-being.

8. Reporting Violations

Employees are encouraged to report any violations of this policy to their immediate supervisor or the Human Resources department. Reports will be kept confidential to the extent permitted by law.

9. Review and Revision

This policy will be reviewed periodically and updated as necessary to ensure it remains effective and compliant with applicable laws and regulations.

10. Conclusion

Sark Group is committed to providing a healthy and safe working environment for all employees. This Tobacco Policy reflects our dedication to promoting the well-being of our workforce and aligns with our values of responsibility and respect.