



SMOKING POLICY

The Company respects and acknowledges the personal choices made by employees and visitors on smoking. However, we also recognize the hazards caused by exposure to environmental tobacco smoke as well as the life-threatening diseases linked to second hand smoke. Therefore, it is the policy of the Company to provide a smoke free work environment for all employees and visitors to Company premises.

Smoking shall not be permitted in the following places:

1. Public places on work sites and vessels such as offices, galleys, recreation rooms and prayer rooms, accommodation spaces and hallways.
2. Medical facilities such as clinics and hospitals.
3. Areas deemed vulnerable to fires such as engine rooms, electrical rooms, store rooms.
4. All areas that have been posted with a 'No smoking sign'.
5. Client or third party facilities deemed as 'no smoking zones'.

Designated smoking areas will be provided at our work sites and vessels and will be clearly marked. All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic clean-up of the designated smoking areas.

Smoking shall not be permitted in Company vehicles when transporting people on Company authorized business.

Dr Benety Chang

CEO & Executive Director

20th November 2020