



Smoking Policy





1. Purpose

To maintain a safe, healthy, and comfortable environment for all employees and visitors by regulating smoking within Company premises.

2. Scope

This policy applies to all full-time employees of Silk Mile, and visitors on Company property across all locations, unless otherwise stated in their employment contract

3. Policy Guidelines

- Smoking is strictly prohibited inside the company offices and enclosed spaces.
- Smoking must be in designated areas.
- Employees must ensure that cigarette butts and related waste are properly disposed of in designated containers.
- Ashtrays in designated smoking areas must be emptied and cleaned daily to maintain hygiene and prevent fire hazards.

4. Health and Safety

Smoking in unauthorized areas poses fire hazards and health risks; adherence to this policy is critical to ensure safety and well-being.

5. Compliance & Disciplinary Measures

Failure to comply with this policy may result in corrective action, including verbal warnings, written warnings, or further disciplinary measures in line with the company's Disciplinary Policy.