

## SMOKE-FREE WORK ENVIRONMENT POLICY

In compliance with the health and safety legal requirements related to the smoke-free work environment policy, smoking is strictly prohibited in all Company buildings and vehicles as well as in a 9-metre radius (around 30 ft) of building access points. In all other areas, such as the fuel and flammable product storage area, please refer to the signage.

Cigarette butts and ashes must always be disposed of in the containers provided to that effect (which are fire resistant). The Company's facilities must be kept clean at all times.

The Company will not tolerate any violation of this rule, and employees at fault are subject to severe disciplinary action up to and including termination. Visitors, suppliers, and contract employees who violate this rule may also be banned from the Company's property.