



## "Smoke Policy"

At "J Holdings Pvt. Ltd", human health is given major importance whether they are company Employees, Visitors, Workers, Drivers or Contractor.

It shall be strictly observed that,

- Smoking shall be recognized as a clear health hazard.
- Smoking shall only be done in designated smoking allowed areas
- Smoking shall NOT be allowed indoors, in offices, buildings, corridors etc.
- Non-Smokers shall avoid smoking areas to reduce effects of passive smoking.

## "Drug & Alcohol Policy"

"JHOLDINGS" commitment is to provide a safe, quality oriented and productive work environment consistent with the standards of the community in which the company operates.

Alcohol and drug abuse poses a threat to the health and safety of "JHOLDINGS" and its employees and to the security of the company's equipment and facilities. For these reasons, "JHOLDINGS" is committed to the absolute elimination of drug and alcohol use and abuse in the workplace.

Approved by: \_\_\_\_\_