

No Smoking Policy

The Policy is intended to clearly inform stakeholders of the DP World Karachi regarding prohibition of smoking within the premises. The aim of this Policy is to encourage a healthier and more productive environment to work in and also to avoid conflict in the workplace in accordance with the law as stated in the Prohibition of Smoking and Protection of Non-smokers Health Ordinance 2002.

The Policy applies to:

- DP World Karachi terminal and its offshoot operating entities in Karachi and Lahore including ICD Lahore, where it exercises operational control;
- All internal, external stakeholders, and individuals working on behalf of the DP World Karachi including employees, contractors, visitors and suppliers selling and/or providing services to DP World Karachi and its operating entities.

Every employee of DP World Karachi, including external service providers shall accept personal responsibility and be respectively accountable to comply with No Smoking Policy.

Objectives:

The objectives of No Smoking Policy are to:

- Ensure compliance with applicable legislation
- Protect non-smokers from involuntary exposure to secondhand (passive) smoking
- Establish a smoke-free environment for non-smoking staff members, visitors and clients
- Regulate where smoking is and where smoking is not permitted.
- Protect all the stakeholders from any unforeseen event (i.e. fire or explosion)
- Prohibit smoking inside buildings/ operating areas and external areas (like examination) with potential to cause fire incident.

Designated Non-Smoking Area: All areas defined in workplaces and vehicles shall be considered as designated Non-Smoking area. Especially areas like office rooms or halls, elevators, lobby and staircase, emergency exits, bathrooms & lavatories, shuttle stops, examination areas, engineering workshops, Yard stacking & wharf/quay area. All covered places shall not be used for smoking unless properly defined and signed as "SMOKING AREA" or "SMOKING ZONE" Use of E-cigarettes (i.e. vaping) is prohibited in operating areas and offices.

Designated Smoking Area: Designated smoking area shall be properly labelled as "SMOKING AREA" or "SMOKING ZONE". In case of unavailability of an outdoor location, an aerated room with proper forced ventilation can be nominated if it shall be a room exclusively used for SMOKING and not a common place wherein exposing non-smokers to the harmful effects of SMOKING.

No Designated smoking areas can be permitted in either workplace, operating areas (hazardous and non-hazardous) and waiting areas (i.e. shuttle stops).

Disciplinary Procedures: No person shall indulge in SMOKING at the workplace apart from within the defined/demarcated designated areas and if found contrary to, the Policy on Smoking in the Workplace or smokes in circumstances where he or she is not permitted to do so, this shall constitute misconduct and shall subject to a fine of PKR. 1,000/- and beyond in accordance with HSE Breach Management System.

Leadership: The Chief Executive Officer (CEO) holds ultimate responsibility for the implementation of this Policy at all levels of the organization, the CEO and the management (senior & middle) shall lead the creation of a company-wide culture by facilitating the implementation of this Policy and monitoring adherence at all levels. HR (people) and HSE Department shall be responsible for review of concerns, complaints, or questions about the application of this Policy referred to them by management or staff.


Approved by CEO