



NO SMOKING POLICY

Policy Purpose

Terraseis is committed to providing a safe & healthy work environment for all employees, customers, contractors and visitors. It is understood that smoking and the chewing of tobacco products is a personal choice for individuals; however, it does directly have an impact on the environment, health of an individual and the safety of company premises. By adopting this policy, the company is committed to providing a smoke free environment and a hazard-free working environment by adopting this "No Smoking Policy".

Smoking Policy Applicability & Provisions

Smoking is prohibited in all company owned, leased or indoor locations and enclosed spaces, including vehicles and maritime vessels, except within clearly designated smoking areas. The chewing of tobacco is permitted provided the discarded tobacco is disposed of hygienically in a garbage bin or an ashtray.

General Policy Rules

In implementing the policy, following procedures will be applied:

1. "No Smoking" signs shall be posted at the entrances in all company buildings, prominent places within the buildings, company project sites and all companies owned or contracted maritime vessels and vehicles.
2. All visitors and contractors will be advised of the "No Smoking Policy" as part of their safety brief upon arrival to company site.
3. All designated smoking areas will have suitable non-combustible receptacles (ashtrays, etc.) for extinguishing and discarding cigarette ends and chewing tobacco.
4. In high fire-risk areas (clearly indicated by caution sign), which are outside, "No Smoking" sign shall be posted prominently.
5. The Project HSEQ Advisor on the project site will ensure that signage is posted appropriately as stated in point 1 above.
6. By default, smoking areas will be outside a building/structure in the open air and must be designated as such after a thorough safety analysis by the Project HSEQ Advisor. Reasonable distance from building/structure entrances.

Kevin Plintz
Chairman

Tim Wisnoski
Executive Director

Jackie Crowley
VP Human Resources

John Bryant
VP Business Development

Custodian: Proactive Systems Author: Crowley, Jackie		Effective Date: 23/01/2015 Next Review Date: 23/01/2016
	Page 1 of 1	Terraseis Policies Copyright 2010