

Work Instruction

SCHAEFFLER



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Smoking Policy		
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AB	2	Description in Section 4 and 5	01-09-2014	Gabriella KÁMÁN	Rita KENYERESNÉ VÖRÖS

Annexes:

Annex 1: Map of the designated smoking areas of LuK Savaria Kft.

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1. Objective

The objective of the policy is to – in compliance with Act XLII of 1999 on the Protection of Non-smokers and the Rules of the Consumption and Distribution of Tobacco Products – provide protection - by regulating the consumption of tobacco products to – non-smokers, as well as persons who otherwise require enhanced protection due to their age or health against the harmful effects of passive smoking, thereby facilitating the realization of the constitutional rights to health and healthy environment, also taking into consideration the provision of opportunities in accordance with the consumer habits of smoking.

Another objective is compliance with the requirements of the insurance company.

2. Scope of validity

The policy shall cover all employees who belong to the staff of LuK Savaria Kft. In addition, the policy shall cover any person who is not an employee of LuK, but uses the site and premises thereof in course of maintaining contact with the factory.

The territorial scope of the policy shall extend to the entire area of LuK Savaria Kft.

The entry into force and the amendment of the present policy shall fall within the scope of power of the Managing Director. The policy shall be valid until withdrawal.

3. Definitions

Tobacco product: cigarette, cigar, cigarillo, pipe tobacco or any other tobacco-based product intended for smoking according to specific law.

Smoking: burning the tobacco product causing smoke production.

Electronic cigarette and other products operating based on similar principle shall be treated similar to the above categories.

4. Description

Smoking is prohibited everywhere inside the buildings of the factory. Smoking is prohibited in the factory yard as well, except for the designated smoking areas. The areas designated for smoking are marked by pictograms, and a map of the smoking areas is also available.

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There is no time limitation applicable for smoking, therefore smoking is allowed beyond the breaks during work as well. The workplace executives shall provide opportunity for smoking carefully, as smoking shall not prejudice the quantity and quality of work.

Use of the smoking areas and the detailed rules of smoking:

- Smoking is allowed exclusively in the designated smoking areas, smoking is prohibited around these areas.

- There can be no more than two stub collecting dish in the designated smoking areas. It is prohibited to change the arrangement of the smoking area or the placement of the stub collecting dishes.

- Cigarette stubs shall be placed exclusively in the collecting dish designated for that purpose, it is prohibited to throw away stubs in the yard. It is prohibited to throw any other (combustible) material in the stub collecting dish!

5. Process and responsibilities

The fact of smoking in any prohibited area shall be recorded in a report describing the case. Smoking in any prohibited area results in the termination of the employment with immediate effect.

All executives of the company shall be responsible for enforcing the policy.

Controlling the smoking areas and the smoking rules shall be the task of the managers controlling the work directly and allowing smoking breaks primarily.

The workplace community is also obliged to warn those who violate the rules.

The violation of the policy and the omission of the obligation shall result in the establishment of accountability.

6. Information and notes

We repeal the previous versions of the policy, as well as the additional communications issued before 2014.