



Smoke-Free Workplace Policy

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Policy No.	001
Version No.	001
Revision No.	001



Policy No.: HRCO-2023- 008							
Smoke-Free Workplace Policy							Version No.: 001
					Revision No.: 001		
					Date Prepared: May 29, 2024		
Effectivity Date: Immediately upon approval							
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Table of Contents

Topic	Page
Purpose	3
Coverage	3
Policy	3
Awareness	4
Procedures & Guidelines	4
Corrective Action	5
Repealing Clause	5
Effectivity	5

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I. Purpose

To promote a smoke-free working environment for the safety and benefit of the officers, employees, and guests of DigiPlus Interactive Corp., its subsidiaries, and its affiliate companies (collectively “company”). This policy is also aimed to define the policy’s parameters and implementation and to comply with relevant/applicable laws.

II. Coverage

All employees of the company, regardless of rank, status, and tenure, as well as guests of the company, shall be covered by this policy.

III. Policy

Indoor Smoking


General Rule – Pursuant to Republic Act No. 9211, all employees & guests of the company are prohibited to smoke within the company premises – work stations, office cubicle/rooms, employee lounge, reception area, comfort rooms, bingo boutiques/areas company car (collectively “company premises”). Vaping is likewise prohibited within the company premises.

Exceptions – A person may smoke in designated smoking/vaping areas as designated by the company or the building administrator. In case of conflict in the designation of smoking/vaping areas, employees of the company are to observe the designation made by the company.

Signages

It is understood that all company premises are considered as no smoking/vaping area, notwithstanding the absence/lack of any signage (i.e. No. Smoking/Vaping).

Nonetheless, the company may, for emphasis, put up signage. Any employee who shall, without authority, have said signage defaced, removed, or tampered, in part or in whole, shall be subjected to disciplinary/corrective action.

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IV. Awareness

The HRD shall post copies of this policy in conspicuous places. Any employee who shall, without authority, deface, remove, or tamper, said posting, in part or in whole, shall be subjected to disciplinary/corrective action.

The respective line leaders shall immediately cascade this policy to their subordinates via e-mail or other platforms (i.e. Teams, Viber, etc.). Any line leader who fails to cascade or implement shall be subjected to disciplinary/corrective action.


V. Procedure & Guidelines

Smoking/Vaping within company premises

1. An employee who is seen/caught smoking/vaping in areas not designated as a Smoking/Vaping shall be reported to the Human Resources Department (HRD).
2. The HRD shall subject the reported employee to the company's Discipline Process/Procedure.
3. Any employee who knowingly conceals that an employee smoke at areas other than the designated smoking areas shall be subjected to disciplinary/corrective action.

Awareness, Counselling and Rehabilitation

1. The HRD shall create a committee consisting of non-smokers, former smokers, HRD staffers and officers, and other volunteers.
2. The committee shall prepare awareness programs on the ill effects of smoking to oneself, others, and the environment and shall encourage smokers to quit smoking.
3. Any employee who has communicated that he/she wants to quit smoking shall be referred by the committee to the any of The Department of Health's accredited cessation clinics.
4. The HRD shall keep confidential the names of employees who shall be referred to the said clinics.
5. To encourage employees to undergo rehabilitation, the HRD, in consultation with the employee's immediate head, may consider the time spent in the said clinics as worked hours.

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VI. Corrective Action

Any employee who is found to have violated this policy shall be subjected to the following corrective action(s):

	Written Warning	Suspension	Termination
Defacing, Removing, or Tampering of signage or posted Policy		1 st Offense	2 nd Offense
Failure to Cascade or Implement	1 st and 2 nd Offense	3 rd Offense	4 th Offense
Concealment / Non-reporting	1 st and 2 nd Offense	3 rd Offense	4 th Offense
Smoking / Vaping within company premises	1 st Offense	2 nd Offense	3 rd Offense

It is understood that the imposition of the above-mentioned penalties shall, before imposition, undergo the due process requirement under the law. Such an imposition, however, is without prejudice to any court action or remedy that is available to the company taking into consideration the reputational risks involved in every case.

VII. Repealing Clause

All existing policies inconsistent with this policy are hereby repealed, modified, or amended accordingly.

VIII. Effectivity

This Policy shall take effect immediately after its posting.

-nothing follows-