

Smoke-Free Policy

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1. Purpose of the Policy

Aligned with our goal of Leading by Example, specifically our commitments to employee well-being and sustainability (including our commitment to be the first company in the region to achieve LEED certification) Majid Al Futtaim Holding (the “Company”) is committed to ensuring that our employees and visitors can meet and work in a safe and healthy work environment.

The Company encourages employees to consider the health implications of smoking and encourages the use of smoking cessation programs and related resources.

2. Policy Details and Scope

The Company prohibits smoking of tobacco or similar products including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco and electronic cigarettes, inside any Company office and within 25 feet (7.5 meters) of building entries, outdoor air intakes, and operable windows.

The above prohibition applies:

- to all offices of the Company and each of its Operating Companies and subsidiaries, both inside and outside the United Arab Emirates;
- at all times, including before, during and after normal working hours; and
- to all MAF employees, vendors and other visitors.

If applicable building regulations do not allow an office to implement the prohibition against smoking within 25 feet (7.5 meters) of building entries, outdoor air intakes or operable windows, the affected office must provide and maintain documentation of such regulations.

If allowed by applicable laws and regulations, designated outside smoking areas may be available for employees and visitors who choose to smoke. Any such designated smoking areas must ensure that smoke cannot enter the building or ventilation system, and be away from concentrations of building occupants or pedestrian traffic.

If and to the extent that local laws or regulations mandate prohibitions or protocols in respect of smoking which are more restrictive than the prohibitions and restrictions reflected in this Policy, the requirements of such local laws or regulations shall apply.

3. Policy Implementation

This Policy will be effective immediately until further notice and will be implemented with immediate effect by Human Capital in coordination with other appropriate personnel.

Human Capital shall ensure that smoke-free signage is posted in prominent locations within 10 feet (3 meters) of all building and office entrances indicating a no-smoking policy.

This Policy will also be clearly communicated to all building occupants and contractors who may service the exterior environment of building containing offices to which this Policy applies.

An example of appropriate signage is attached to this Policy as Annex 1.

4. Policy Compliance and Violations

Human Capital shall evaluate compliance with this Policy on an ongoing basis. Violation of this Policy may result in disciplinary measures (including termination of employment in cases of repeated violations, subject to applicable labor and employment laws and regulations).

Appendix 1 – Suggested Signage



