

## Coca-Cola Hellenic Egypt Guidelines

---

### 1. Smoking in the Workplace

- Employees of Coca-Cola Hellenic Egypt are prohibited from smoking in the private workplaces.
- Smoking is not permitted inside the buildings' floors, hallways, meeting rooms, staircases, or restrooms in any way.
- All kind of smoking is prohibited, this includes all kind of smoking (ex. electronic smoking, Vapes, lquos...etc.).
- Smoking is only allowed outside of the buildings and in designated smoking areas. Please heed the "No Smoking" signs that are visible.
- These Guidelines apply to All Coca-Cola Hellenic Egypt:
  - Head Offices.
  - Production operations and facilities.
  - Company's Distribution and logistics areas
  - Distribution centers.
  - Suppliers, service providers, contractors and third parties inside the company's locations.

### 2. Smoking/ No-Smoking Signs

- To support the Guidelines of not allowing smoking in other than designated smoking areas, Coca-Cola Hellenic Egypt has posted "No Smoking" and "Smoking" signs in the appropriate areas. Each sign posted in an area where smoking is prohibited carries the internationally recognized symbol for no smoking; a red circle containing a lit cigarette with a line drawn diagonally through the circle.
- Please observe these signs at all times.

### 3. Non-Discrimination

- What the employee does outside of working hours and off Coca-Cola Hellenic Egypt's premises will not be the basis of any disciplinary action by Coca-Cola Hellenic Egypt.
- Nor will Coca-Cola Hellenic Egypt pursue a policy of discharging employees or refusing to hire applicants because they are smokers.

### 4. Disciplinary Measures

- Compliance to procedures contained herein is mandatory for all employees. Any violation to these Guidelines shall be reported to the People & Culture Department (HR Operations Manager in Headquarter or Regional HR Manager in regions) to take all needed necessary corrective actions.
- Employees who violate these Guidelines or continue to act in this way after receiving a warning will be subject to disciplinary measures in accordance with the approved and applicable Internal Disciplinary Regulations.

Policy Name	Last Issuance Date	Revision No.	Revision Date
Smoking Guidelines	April 2023	0	April 2023