

SAFETY MEMO

TO: ALL AAe STAFFS, CONTRACTORS, SUBCONTRACTORS AND VENDORS

DATE: 07/02/2024

REFERENCE: AAe/SMS/SM/06/2024

SUBJECT: NO SMOKING/VAPING OTHER THAN THE DESIGNATED SMOKING AREAS

INTRODUCTION:

As a reminder to all AAe employees, contractors, subcontractors and vendors, it has come to our management attention that there has been a concerning increase in **non-compliance with the no smoking/vaping policy** within our facility. Specifically, it has been observed that employees, contractors, subcontractors and vendors are smoking and vaping inside the hangar, offices, washrooms, and even close to the aircraft. Employees, contractors, subcontractors and vendors should be aware that smoking and vaping in areas not authorized for such activities pose safety risks and violate regulatory requirements.

ACTION

1. Employees, contractors, subcontractors and vendors are required to utilize the designated areas for smoking and vaping purposes.
2. Employees, contractors, subcontractors and vendors using the designated smoking area are expected to refrain from littering and are encouraged to maintain the cleanliness of the smoking area.

Employees, contractors, subcontractors and vendors found intentionally violating the **no smoking/vaping policy** will be subject to disciplinary action, which may include verbal warnings, written warnings, and, in severe cases, termination of employment and contracts.

This memo serves as a reminder to all AAe staffs, contractors, subcontractors and vendors to adhere the **no smoking/vaping** policy in order to maintain a safe and healthy work environment. We rely on the cooperation and responsibility of each employee to ensure the success of our safety initiatives.

Thank you for your cooperation.



Mohd Borhan Bin Ahamad
Airod Aerospace Technology
AAe Safety Manager
Cc; Accountable Manager
Head of Operation
Head of Quality Assurance

