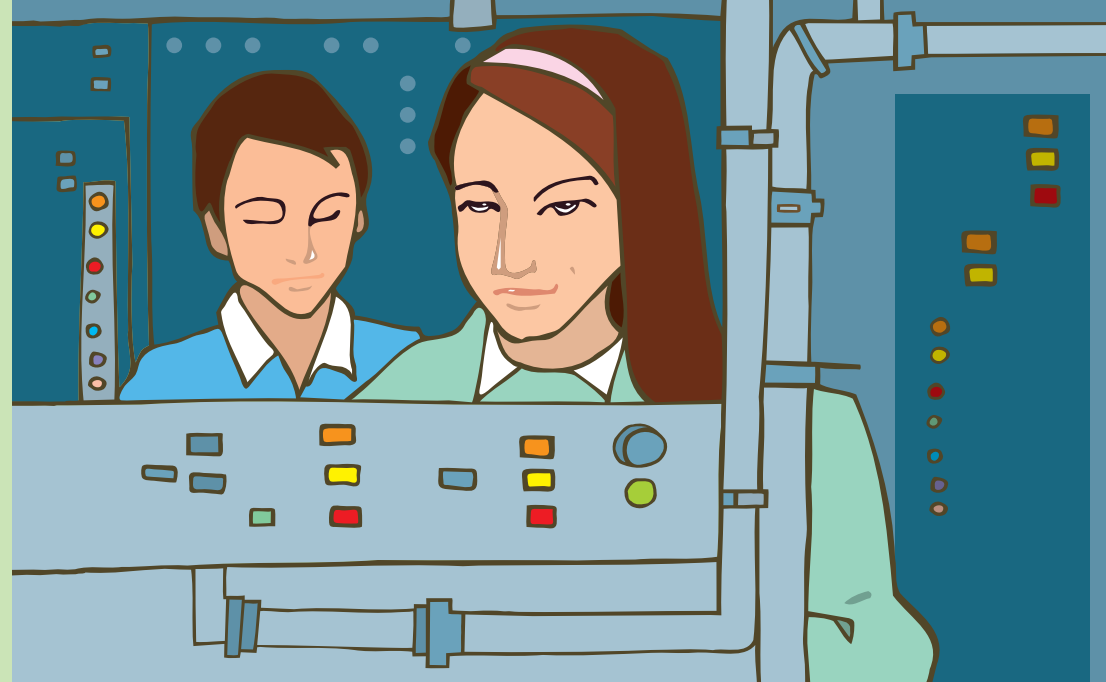


WORKERS IN A SMOKE FREE WORKING ENVIRONMENT ARE HAPPIER AND MORE PRODUCTIVE

Are you a smoker?

Take the following steps immediately to stop smoking

- Decide to quit smoking
- Understand when to quit smoking
- Set a date to quit smoking
- Have self-confidence
- Write a reminder
- Say (to yourself) "I am not a smoker"
- Always think positively
- Get support
- Fight the urge to smoke
- Use Nicotine Replacement Therapy (NRT)
- Continue getting treatment from Quit Smoking clinics
- Plan a daily routine that excludes smoking



If you are not a smoker, ensure that you do not turn into a passive smoker.

Who are passive smokers?

Non-smokers who are exposed to cigarette smoke for at least 15 minutes within two days for a week (WHO).

Voice out your right to work in a smoke free environment



BE HEALTHY FOR LIFE

- DO PHYSICAL ACTIVITIES
- HEALTHY EATING
- MANAGE STRESS WISELY
- DO NOT SMOKE



Do Physical Activities

Daily moderate physical activities carried out for 30 minutes cumulatively can benefit health.

- Walk to the workplace
- Use the stairs instead of elevators at the workplace
- Do light stretching exercises at your desk
- Take a walk inside or outside the office after sitting for a long time (between 1 - 2 hours)
- Use a fitball as a chair at the workplace
- Do Deep Breathing exercises 5 - 10 times per session within two hours
- Join physical activities organized by your employer
- Use physical activities facilities provided by your employer



Healthy Eating

Practising healthy eating contributes towards optimal health and this influences a worker's productivity, morale and happiness.

- Eat a variety of foods based on the Malaysian Food Pyramid
- Food intake and physical activities should be balanced accordingly to achieve your healthy body weight
- Eat fruits and vegetables at each meal
- Eat whole grains, legumes, nuts and cereals as part of your daily meals
- Limit and reduce fried and fatty food
- Choose food and drinks with less sugar
- Choose clean eateries and safe food



Manage Stress Wisely

Stress occurs when an employee faces work pressure that does not correspond with his/her knowledge and ability.



Steps to Manage Work Stress

- Increase social support at the workplace
- Practise rational and positive thinking
- Communicate effectively
- Manage criticisms sensibly
- Manage anger effectively
- Overcome problems effectively
- Practise effective time management
- Learn relaxation techniques
- Practise a healthy lifestyle