

SMOKING POLICY

Policy Statement

The company recognises its responsibilities under health and safety legislation and the statutory requirements in relation to smoking in enclosed public buildings to ensure that the environment in which its employees and workers work is as free from harm as is reasonably possible.

This policy complies with the requirements of the relevant legislation in relation to smoking in enclosed or substantially enclosed premises.

The policy is further aimed to take appropriate measures to protect non-smokers against discomfort caused by tobacco smoke.

It is widely recognised and accepted that smoking constitutes a potential danger to the health of those who smoke as well as those who do not.

Smoking also presents a serious fire risk within a building.

The company therefore prohibits smoking by all its employees and visitors on any part of its premises. This includes any part of the exterior of the premises (*unless in a designated non enclosed smoking area, in these circumstances employees are permitted to smoke but only whilst off duty during an official break period*).

The company will ensure that all relevant staff receive proper training to enable the effective implementation and enforcement of this policy.

Policy Aim

The aim of the policy is to protect employees and visitors from the health risks associated with the inhalation of tobacco smoke and to ensure their safety and the safety of the premises by reducing the risk of fire.

Policy Guidelines

The company is committed to promoting the health and safety of its employees and visitors.

To minimise health risks and the risk of fire damage the premises have been designated as non smoking in accordance with the relevant legislation.

Smoking is strictly forbidden on all parts of the premises both internally and externally including the car parking areas (*except in a designated area as previously mentioned*).

(Employees are reminded that they may only use the designated smoking areas during an official break period. A failure to follow this instruction may result in disciplinary action and the outcome of such action could include termination of employment).

Employees are requested therefore not to leave site during normal working times for the purpose of smoking off site. In the event that employees do undertake such

behaviour they will be informally warned that this is contrary to the company's policy and in the event that employees persist with such conduct then it may lead to action being taken within the Company's disciplinary process.

All visitors who are seen smoking on any part of the company premises should be politely reminded of the Company Policy and the no smoking signs should be referred to. If the person(s) fail to follow this advice employees should contact Steve Bennett in order that suitable action may be taken to enforce the Policy

Employees are reminded that the prohibition of smoking applies equally to all vehicles provided by the company or used on company business. This includes all site vehicles supplied by a client. Employees should ensure that appropriate signage is clearly visible in their vehicle.

Any employees of the company who work from home are required to refrain from smoking when they invite or have work colleagues in an area of their home which is specifically set aside for work purposes

The company recognises that smoking is an addictive habit and will be prepared to support any employee who wishes to undertake counselling or medical treatment for the purpose of stopping smoking.

A failure to follow these rules may lead to disciplinary action being taken against employees. That disciplinary action may result in the termination of employment. Further it is a criminal offence to smoke in non smoking areas punishable by a fine.

The Company will monitor the impact of this policy and will take steps to ensure that it remains legally compliant and provides the most appropriate manner of dealing with the issue of smoking.