



SMOKING POLICY

The Company recognises that the health, safety and welfare of employees, subcontractors and anyone else directly affected by the Company's operations are of prime importance. The Company has therefore developed and enforces a dedicated smoking policy, conforming to the requirements of the smoke free legislation.

This is applicable to all employees at whatever level of the Company's hierarchy, as well as subcontractors who undertake activities on behalf of the organisation and any visitors to our premises. This smoking policy and its mandatory application will be communicated to all employees, subcontractors, visitors/clients and interested parties. As part of the Company's induction process, new starters will be told about the smoking policy. Employees are responsible for informing their visitors to the premises about the smoking policy.

Smoking is prohibited within the organisation's premises, except in certain designated outside areas. The Company provides receptacles for smokers to dispose of cigarette butts and other waste at all outside locations where smoking is allowed.

Employees who go outside to smoke are restricted to taking one short break in the morning and one in the afternoon. For Works employees smoking is only permitted during normal rest breaks. Employees should inform their manager if they wish to take a smoking break and ensure that there is sufficient cover before taking a break. (Employees wishing to take additional breaks for smoking purposes should make up any time lost at the beginning or end of the day (the time made up will not qualify for overtime payment and hourly paid employees should therefore ensure that their clock card/timesheet excludes this time.)

Electronic cigarettes: The organisation acknowledges that some employees may wish to make use of electronic cigarettes ('e-cigarettes') in the workplace, particularly as an aid to giving up smoking. E-cigarettes are battery powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user. As they fall outside the scope of smoke-free legislation, the organisation allows employees to use e-cigarettes in the workplace, provided that they get prior agreement from their line manager. If other employees, sub-contractors or visitors feel that they are adversely affected by the use of e-cigarettes by others, they should discuss their concerns with their manager. (Visitors and sub-contractors should speak to the Company representative they have come to visit or work for.) Electronic cigarettes are to be used thoughtfully, taking into consideration the effect that the vapour may have on others. Failure to do this may result in a restriction of use.

Noncompliance: Any infringement of these rules by an employee may result in appropriate disciplinary action, which will be dealt with in accordance with the Company's disciplinary procedure.

We will monitor the effectiveness of this smoking policy and its general compliance within the organisation. This will be kept up to date and amended accordingly to reflect any changes in response to revised legislation, applicable standards, guidelines and other relevant factors.

A handwritten signature in black ink, appearing to read "David Baldock", written over a horizontal line.

David Baldock
Managing Director

January 2018