

SMOKE-FREE WORKPLACE POLICY

(EFFECTIVE FROM 1ST JULY 2007)

1) AIMS OF THE POLICY

This policy has been developed to protect all employees, contractors, customers and other persons who enter the premises from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

This policy acknowledges that breathing other people's smoke is both a public health hazard and a welfare issue, proven to cause ill health and increases the risk of lung cancer, heart disease and other illnesses. The Policy recognises that exposure to second-hand smoke (also known as passive smoking) adversely affects the health of all employees. It is not concerned with whether anyone smokes but rather where they smoke and the effect this has on employees and other persons entering the Company premises.

The policy is also concerned with the exclusion of illegal tobacco products in the locality of our premises.

2) GENERAL PRINCIPLES

This policy seeks to:

- Guarantee non-smokers the right to work in air free of tobacco smoke.
- Inform employees and managers of their responsibility in respect of this policy.
- Support smokers to help them cope with increased restrictions on their smoking during the working day.
- Promote the culture of a smoke-free organisation.

This policy will apply to all employees, visitors, customers, contractors and any other persons who enter the premises.

3) RESTRICTIONS ON SMOKING

The Company's premises will be designated smoke free from 1st July 2007. Smoking will only be allowed outdoors in unenclosed areas.

This includes not only the smoking of tobacco in all forms but also the smoking of herbal substitutes. Smoking includes being in possession of lit tobacco or of anything lit that contains tobacco, or being in possession of any other lit substance in a form that could be smoked.

EMPLOYEES

Employees are only permitted to smoke during their tea and lunch breaks and only in the unenclosed areas.

VISITORS

All visitors, contractors and delivery personnel are required to abide by the smoke-free policy. Employees are expected to inform visitors of the policy but are not expected to enter into any confrontation that may put their personal safety at risk.

VEHICLES

Smoking is not permitted in vehicles belonging to or leased by the Company nor employee's private vehicles if used to carry employees, customers or other members of the public whilst carrying out duties for an employer.

SUPPORT FOR SMOKERS

Some smokers find that the introduction of smoking restrictions provide the impetus they need to give up smoking entirely. Others may fear that they may be unable to stop. Advice and counselling from health services, local GPs and local health education units are often available.

The NHS Smoking Helpline number is 0800 169 0 169 which can offer advice and support on stopping smoking along with the website at www.gosmokefree.co.uk and www.givingupsupport.co.uk.

SALE OF TOBACCO PRODUCTS

It is a criminal offence for anyone to sell, transport or possess illegal tobacco products. Anyone found committing such offences may be subject to a custodial sentence and/or fines. Anyone allowing their premises to be used for such activities may also be subject to a fine (at present up to £5000).

The selling, storing and dealing in any way of illegal cigarettes and tobacco on the Company's premises will not be tolerated and any such illegal activity will be subject to appropriate disciplinary action.

IMPLEMENTATION

Overall responsibility for the policy implementation, review and monitoring rests with the managing director. The day-to-day responsibility for implementation lies with Company managers and supervisors. All employees are personally responsible for complying with this policy.

ENFORCEMENT OF THE POLICY

Any employee refusing to observe the policy by smoking in unauthorised areas will be liable to disciplinary action, up to and including dismissal for flagrant disregard of health and safety, in line with the Company's disciplinary procedure.

Authorised government officers have the power of legal access to the Company and can issue a fixed penalty fine to those who do not comply with the smoking law. Those who are liable to a fixed penalty fine could also face possible criminal prosecution for non-payment.

In the event of a breach of the policy by a visitor or employee of other organisations, they should be asked to extinguish all smoking materials and informed of the availability of the designated external smoking areas. If they continue to smoke the matter should be referred to a departmental manager or the personnel manager. If they continue to breach the policy the appropriate organisation should be advised in writing of the consequences of breaching these requirements.

Appropriate 'NO SMOKING' signs will be clearly displayed at all entrances to and within the Company premises and within Company vehicles.

17th April 2007