

## **SMOKEFREE POLICY**

### **Policy Statement**

This policy has been developed to help provide a healthy, safe and comfortable environment.

This policy applies to all employees across the business and to all visitors to Company premises including customers, clients and contractors.

### **Implementation of the policy**

The Managing Director has overall responsibility for implementing and reviewing the policy and Directors and Senior Managers are responsible for the day-to-day implementation of the policy. All staff are responsible for complying with this policy and are expected to support the implementation of the policy.

### **Restrictions on smoking**

Smoking is not permitted in any part of the Company's premises at all times. All visitors, customers, contractors etc. are required to adhere to the smokefree policy. If visitors to the premises are not complying with the policy they should be asked to extinguish all smoking materials and they should be informed of the availability of external smoking areas.

Smoking is not permitted in vehicles belonging to or leased to the Company.

Smoking at the entrance to Company premises is prohibited.

### **Signage**

Appropriate no smoking signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

### **Disciplinary Action**

If employees are found smoking on Company premises or in any unauthorised area surrounding the premises, the Company disciplinary procedures will be followed. Where the smoking creates a health and safety hazard this may be treated as gross misconduct, which may result in dismissal without previous warnings or notice of termination.



Signed \_\_\_\_\_

K. O. Marsh  
Managing Director

Revised : May 2010  
Date of next Revision: May 2011