

Smoke-Free Policy Statement

It is our policy to comply with the Smoke-free (Premises and Enforcement) Regulations 2006, in that all its workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and all work vehicles if they are used by more than one person. This policy applies to all employees, customers, consultants, contractors and visitors.

Overall responsibility for policy implementation and review rests with the signatory below who will:

- ensure that all staff understand they are obliged to adhere to and support the implementation of the Smoke-Free Policy.
- inform all existing staff of their role in the implementation and monitoring of the Policy.
- ensure that all new employees are given a copy of the Policy at the time of their recruitment or induction.
- install "No Smoking" signs at the entrances to Company premises and in all smoke-free vehicles as appropriate.

Disciplinary procedures may be followed if a member of staff does not comply with this policy. Those who do not comply with smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Signed



Date

20/8/21

Job title

MANAGING DIRECTOR

