

WORKPLACE SMOKING POLICY

Passive smoking can damage your body because second hand smoke contains more than 4,000 chemicals, many of which are irritants and toxins, and some of which are known to cause cancer. Passive smoking from all forms of tobacco is harmful.

This no-smoking policy is for the rights of all employees and visitors to enable them to breathe air free of tobacco smoke and to comply with smoke-free legislation: The Health Act 2006.

The Policy

From 01/07/07 smoking is prohibited in Lilleker Bros. Ltd.'s premises. Smoking is only allowed at the bottom left hand corner of the back garden at Moorgate. Smoking is also prohibited in company vehicles, and in private vehicles if a passenger is carried. This applies to employees whether employed directly by Lilleker Bros. Ltd, through an Agency, by a contractor or other organisation, and visitors.

Employees who wish to smoke may do so in their own time during morning and lunch breaks. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for Lilleker Bros. Ltd.

The sale of tobacco will be prohibited in all of Lilleker Bros. Ltd.'s premises.

The Policy for Third Party Premises

Employees required to visit other premises not covered by smoke free legislation as part of their duties (i.e. domestic premises) should advise the visatee of Lilleker Bros. Ltd.'s Smoking Policy. Although Lilleker Bros. Ltd has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should agree that the visatee arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, employees should ask the visatee to refrain from smoking inside the premises or in the meeting area for one hour before the visit and that the visatee not smoke during the duration of the visit.

Employees required to work on site should adhere to the Smoking Policy issued by the client and only smoke in the client's designated smoking area during morning and lunch breaks.

E-Cigarettes

E-cigarettes fall outside the scope of smoke free legislation as the act of smoking requires a substance to be burnt, however the vapour from E-cigarettes might be annoying to some employees and could potentially provide a health risk for others through passive consumption (like passive smoking) as the long-term health effects of E-cigarettes are unknown.

Whilst the company acknowledges and supports that some employees use E-cigarettes as part of a plan to stop smoking, from 01/11/14 the use of E-cigarettes is prohibited in the same way as smoking tobacco is.

Implementation and Enforcement of the Policy

Managers/supervisors shall be responsible for the promotion and maintenance of the policy by their staff. Employees shall inform the appropriate manager of anyone who fails to comply with the policy.

Employees not complying with the policy will be referred to the SHE Officer for support subject to the usual disciplinary procedure.

Visitors not adhering to the policy will be asked to comply or leave the premises or site.

..... Managing Director Finance Director

Date

Date