



SMOKEFREE POLICY

This Policy has been developed to protect and apply to all employees, contractors, consultants, agency staff, customers and visitors to our premises and sites from exposure to second-hand smoke and to ensure compliance with the Health Act 2006.

The aim of the Policy is to provide a healthy and safe working environment. Exposure to second-hand smoke increases the risk of serious medical conditions such as lung cancer, heart disease, asthma attacks and can reduce lung function. Scientific evidence shows that ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Overall responsibility for Policy implementation and review rests with the Group Board but all those shown above are obliged to adhere to and support the implementation of the policy.

With effect from 1 July 2007 smoking will be prohibited in all enclosed and substantially enclosed workplaces. In Osborne this will mean:

- Smoking is prohibited in all company vans and applies to all other vehicles (including company cars) that are used to transport members of the public or used in the course of work by more than one person- regardless whether they are in the vehicle at the same time.
- Smoking is only permitted in vehicles (excluding company vans) that are for the sole use of the driver & are not used by anyone else for work either as a driver or passenger. Vehicles that are used primarily for private purposes will not be required to be smoke free.
- Smoking is prohibited in all buildings, including offices, stairwells, lifts, site accommodation and the entrances to these.
- Smoking is permitted outside buildings, but must be away from building entrances.
- Smoking related litter must be disposed of responsibly.

IMPLEMENTATION

All those named above will be informed of the policy and their role in its implementation and monitoring: -

"No smoking" signs will be displayed at every entrance to & within our offices and sites, and in vehicles required to be smokefree.

All new employees will be given a copy of the Policy at the recruitment stage and briefed during induction.

A copy of the Policy will be displayed on all notice boards and featured on the Company's internal and external websites.

Notification about the Policy will be given at site induction briefings.

DISCIPLINARY PROCEDURES

Anyone failing to comply with this Policy will be committing a criminal offence.

In addition to this, Employees failing to comply with this Policy, or enforcing its requirements, may face disciplinary action under the Company's Disciplinary Procedure.

Other parties failing to comply with the Policy will be asked to leave the Company's premises if they do not respond to being asked to stop smoking.

HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up:

- Call NHS Smoking Helpline on 0800 169 0 169
- Visit gosmokefree.co.uk - an online resource
- Text "GIVE UP" and your full postcode to 88088 to find your local NHS Stop Smoking Service.
- Asking at your local GP Practice or Pharmacy

1st July 2007