

## Company Policy Statement on Smoking.

We recognise that smokers have a right to smoke and that non-smokers have a right not to breathe tobacco smoke.

We are legally required by the Workplace (Health, Safety and Welfare) Regulations 1992 and The Smoke-free (Premises and Enforcement) Regulations 2006 to protect employees and others from the effects of tobacco smoke.

Therefore smoking is not permitted within any Pitkin and Ruddock buildings and signs have been posted to confirm this.

Visitors and contractors working on our premises will be informed of the smoking policy.

Smokers can use the outdoor areas such as the workshop entrances and car parks.

Please ensure waste products from smoking are correctly disposed of.

Smoking is also prohibited in company vehicles that are classed as a workplace by the relevant regulations.

In addition to our premises, employees should not smoke on any customer sites, other than in specifically designated areas.

This condition forms part of many customers site rules, failure to comply with these rules could result in Pitkin & Ruddock being asked to leave the site and losing any future business.

Please remember it is our responsibility to adhere to all our customers' site rules and regulations when working on their sites.

*This Smoking Policy also applies to the use of electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited.*

### **Assistance with giving up smoking**

We acknowledge that there are potentially large benefits to all if individuals are able to give up smoking and therefore as a company we would actively encourage all employees to do so.

Staff who smoke and who would like to stop smoking should speak with their line manager to discuss how the company can support their efforts to give up smoking.

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