

## Smoke Free Policy

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### Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### Policy

It is the policy of STS Resources & Technology Ltd that all our 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. This includes company vehicles and Taxis arranged by the Company. This policy applies to all employees, consultants, contractors, customers or members and visitors.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff is obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

### Non-Compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible Criminal prosecution.

### Help To Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and you're full Postcode to 88088 to find your local NHS Stop Smoking Service.

Signed:



Date:

25/4/14

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**P. Hancock**  
Managing Director