

SMOKE FREE POLICY

It is the policy of Martins Ltd that all our workplaces are smoke-free and all employees has a right to work in a smoke-free environment.

With effect from 1st July 2007 smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. The policy applies to all employees, consultants, customers and visitors.

Martins Ltd have supplied an outside shelter for the use of smokers.

IMPLEMENTATION

Overall responsibility for implementation and review of this policy rests with the Site Manager.

All staff are obliged to adhere to and facilitate the implementation of this policy.

The Site Manager shall ensure that all existing employees, consultants and contractors are aware of this policy and of their role in the implementation and monitoring of this policy. They will also ensure that all new personnel are given a copy in their induction.

Appropriate “No Smoking” signs are to be clearly displayed at or near the entrances to the premises.

NON-COMPLIANCE

If a person is found not to be complying with this policy, they are to be advised of the “No-smoking” signs and that it is an offence for the Company to let anyone smoke and that they are also committing an offence.

If the person is an employee and continues to smoke, explain this policy to them and if smoking continues, implement the normal disciplinary procedures.

If the “smoker” is a customer or visitor, explain this policy to them and if smoking continues, ask them to leave the premises.