

Smoking Policy Statement



We at MSL recognise that the health, safety and welfare of employees, subcontractors and anyone else directly affected by the Company's operations are of prime importance.

The Company therefore enforces a dedicated smoking policy, conforming to the requirements of the Smoke-free (Premises and Enforcement) Regulations 2006, Smoke-free (Exemptions and Vehicles) Regulations 2007, Smoke-free (Signs) Regulations 2007, and other related legislation.

Application

This policy is applicable to all employees, as well as clients, consultants, sub-contractors and visitors to MSL offices.

Prohibition on smoking

Smoking, including the use of E-cigarettes, personal vaporizers (PVs), and electronic nicotine delivery systems (ENDS) is prohibited on the Company's premises, except in certain designated outside areas.

This includes any construction sites and other permanent company premises.

Employees wishing to smoke should use their lunch break to do so. Any time taken for 'extra' breaks during the working day should be made up accordingly.

Home-workers

Home-workers are not required to refrain from smoking during the course of work that is carried out for the Company in their home, unless they invite others into an area of their home for work purposes.

Vehicles

The Company does not permit employees to smoke in company vehicles. There are no limitations on employees smoking in vehicles that they own, even when they do so in the course of their work. Employees will not smoke in any vehicle if they have one or more passengers in the vehicle with them while on a business related journey.

Signage

The Company displays signs that make it clear that smoking is prohibited on its premises.

Assistance for employees to give up smoking

The Company recognises the difficulty that employees who wish to give up smoking may face.

Assistance is available from the NHS Smoke-free Helpline: 0300 123 1044.

Non-compliance

Any infringement of these rules by an employee may result in appropriate disciplinary action, which will be dealt with in accordance with the Company's disciplinary procedure. Employees are also reminded that it is a criminal offence to smoke in smoke-free areas

A copy of this Policy will be displayed on all premises under the Company's control and brought to the attention of all employees and others working for the Company.

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We recognise that the success of this Policy depends on the combined efforts of all individuals and to this end will fully support any individual encountering difficulties implementing this Policy.

Signed

Justin Mylchreest – Managing Director

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