

 <p>POWER SYSTEM SERVICES</p>	<h2>Smoking Policy</h2>	Rev: 02 Date: Dec 2019 Review: Dec 2020
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Smoking

In order to ensure that our employees, customers, contractors and members of the public are protected from second hand smoke, our premises are classed as a smoke free environment. Smoking is prohibited in all enclosed and partially enclosed parts of the premises, this includes all company vehicles and hire vehicles.

A designated sheltered smoking area had been identified outside and to the front of the building.

All employees are obliged to adhere and support this requirement; therefore the company will ensure that all employees are informed of their role in the implementation and monitoring of this policy.

Appropriate 'no smoking' signs will be clearly displayed at the entrances to and within our premises and company vehicles.

Employees must co-operate with procedures regarding 'No Smoking' at Client's premises.

Disciplinary procedures will be followed if an employee chooses not to comply with this policy, those who do not comply with the smoke free law may be liable to a fixed penalty fine and possible criminal prosecution.

If an employee requires help to stop smoking, the NHS offers a range of free services, to help you to give up.

With reference to E cigarettes these will be allowed to be used on the shop floor and open areas but are banned from use within the canteen area and company vehicles and offices.

NHS Smoking Helpline on 0800 169 9 169.

P. Beauchamp:
Managing Director



Date: 3rd December 2019

Power System Services Ltd.

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