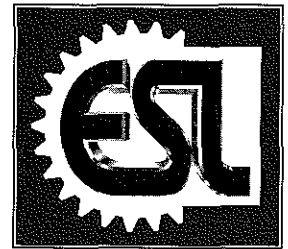


ESL ENGINEERS (BASILDON) LIMITED

Wollaston Way,
Burnt Mills Industrial Estate,
Basildon, Essex SS13 1DJ
Telephone: 01268 727777
Fax: 01268 728866
Email: sales@eslengineers.co.uk
Web: www.eslengineers.co.uk



Smoke Free Policy

Purpose

This policy has been developed to protect all employees, customers, contract engineers 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 potential dangerous exposure.

Policy.

It is the policy of ESL Engineers (Basildon) Limited that all our workplaces are smoke free and all employees have the right to work in a smoke free environment. The policy shall come into effect Sunday, 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the work place. This policy applies to all employees, consultants, contractors, customers and visitors.

Implementation

Overall responsibility for the policy implementation and review rests with the Managing Director. However, employees are obliged to be responsible in adhering to the implementation of the smoke free policy. Management are responsible for all existing employees, contractors and visitors to ensure that they adhere to this policy. All new personnel will be given a copy of this policy upon commencement of employment. Appropriate No Smoking signs will be clearly displayed at entrances to the building and in all smoke free company vehicles.

Vehicles

Smoking is not permitted in vehicles belonging to or leased by the company or in any private vehicles whilst that vehicle is being used for company business. Appropriate no Smoking signs will be clearly displayed in all smoke free company vehicles.



ESL ENGINEERS (BASILDON) LIMITED

Wollaston Way,
Burnt Mills Industrial Estate,
Basildon, Essex SS13 1DJ
Telephone: 01268 727777
Fax: 01268 728866
Email: sales@eslengineers.co.uk
Web: www.eslengineers.co.uk



Supplementary Information

Smoking of any tobacco product is not permitted inside any part of the building or at any entrances to the building at any time. Employees are only permitted to smoke whilst off duty (in official break times only). As it is not practical to facilitate anyone who wishes to smoke in the car park, we kindly ask that any employee or visitor who wish to smoke, please smoke off of the premises. Please note: It is your responsibility and not the responsibility of ESL to clear the discarded stubs of your cigarettes.

Non-Compliance

Disciplinary procedures will be followed if any employee 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. Any member of staff refusing to observe the policy by smoking in unauthorized areas will be liable to Disciplinary Action. All staff have a role to play in enforcing this policy and are required to deal with any observed or reported breaches. If managers or staff feel apprehensive about their own safety in regard to addressing any breach they should seek management support. It is important to note that primary emphasis should be placed on prevention of such situations arising. In the event of a breach of the policy by a visitor or employee they should be asked to extinguish all smoking materials. If they continue to smoke, the matter should be referred to the appropriate manager.

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up.
Please visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 1690169.

For and on Behalf of ESL Engineers (Basildon) Limited.



Barry Townsend
Managing Director
1st May 2007.

