



SMOKEFREE POLICY STATEMENT

Groupbridge recognise that exposure to passive smoke increases the risk of serious illnesses, and therefore acknowledge that ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

This policy has been developed by Groupbridge Ltd to provide workplaces that are smokefree therefore protecting employees, customers and visitors from exposure to passive smoke and to assist compliance with the Health Act 2006.

Smoking shall be prohibited by all employees and others under Groupbridge control in all enclosed and substantially enclosed premises in the workplace, including company vehicles.

Overall responsibility for implementation and review of this policy rests with the Managing Director, who shall ensure that all employees including sub contractors are made aware of its requirements and their role in implementation and monitoring of the policy. All employees are however obliged to adhere to and support the implementation of this policy.

'no-smoking' signs will be clearly displayed at the entrances to and within the company premises and in all smokefree vehicles.

Groupbridge respect and encourage employees rights to decline working in private premises where they feel that exposure to the effects of secondhand smoke may exist. Employees shall however be responsible for informing a Groupbridge Director immediately where this applies before taking any action.

Disciplinary procedures will be followed if an employee does not comply with this policy, and those who do not comply with the Health Act 2006 may also be liable to a fixed penalty fine and possible criminal prosecution.

S Gibbons
(Managing Director)

Date: 30th November 2011

Review Date: November 2012

Signed copies of the master policy statement are available upon request