	Policy	Doc. No.:	QP 6.2-18/00
	<u>NO SMOKING POLICY</u>	Supersedes:	None
		Effective date:	24-04-2018
		Review date:	April 2020
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1.0 GENERAL POLICY

Under the Health and Safety at work order, employees have duties to take reasonable care for the health and safety of themselves and others and to cooperate with the employer to comply with the requirements.

2.0 The Management of Health and Safety at Work.

This smoking policy seeks to guarantee all employees that right to work in smoke free environment i.e. tobacco smoke etc. Premises will be designated smoke free with the adequate signage to inform all employees and visitors of the smoke free status of the building.

Common Areas: Smoking is not permitted in any work area. This applies to all offices and work areas whether occupied by one person or shared by two or more.

Smoking is not permitted in the following areas

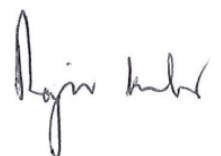
- Corridors
- Stairways
- Meeting room
- Toilets
- Reception Area
- Entrances
- Parking
- Work Areas

Vehicles; Smoking is not permitted in the company vehicles. This policy of “NO Smoking” will apply to the parking areas.

3.0 Implementation and enforcement of the policy

- Managers will be responsible for the promotion and maintenance of the policy by their staff
- Employees should inform the appropriate manager of anyone who fails to comply with the policy
- Visitors not adhering with the policy will be politely asked to comply or leave.
- No smoking board are displayed in all common working and office areas

4.0 Breaches of this policy will be subject to the normal disciplinary procedures.



Rajiv Kehra

Managing Director