

### SMOKE FREE POLICY

This Policy has been developed to protect all employees, service users, customers 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 potentially dangerous exposure.

It is the policy of Harper Group plc that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This policy also applies to the smoking of E-Cigarettes.

Company vehicles are classed as a workplace and vehicles which are used for work by more than one person, regardless of whether they are in the vehicle at the same time, are subject to this policy.

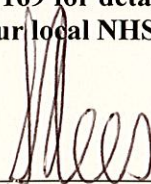
The policy applies to all employees, consultants, contractors, customers and visitors.

Overall responsibility for policy implementation and review rests with A. P. Rees, Group Managing Director, however all staff are obliged to adhere to and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction which will be incorporated into the Employee Information Binder.

Appropriate “no-smoking” signs will be clearly displayed at the entrances to and within premises, and in all smoke free vehicles.

Disciplinary procedures will be followed if a member of staff 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.

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text “GIVE UP” and your full postcode to 88088 to find your local NHS Stop Smoking Service.



A. P. Rees  
Group Managing Director

Dated: 31<sup>st</sup> January 2019

Next Review: 31<sup>st</sup> January 2020

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