

1. SMOKING AT WORK POLICY

Policy

It is the policy of the Roe Group incorporating Roe Bros & Co Ltd, North West Steel Ltd and all subsidiaries and affiliated companies to abide by current legislation with regard to smoking at work (which includes business vehicles), in that all of our work places are smoke free and all employees have a right to work in a smoke free environment.

In accordance with current legislation, smoking is prohibited throughout the entire workplace with no exceptions. This includes all Company owned vehicles. This policy applies to all employees, consultants, maintenance, agency, customers, visitors and members of the general public.

Implementation

Overall responsibility for the implementation of this policy rests with Managers / Depot Managers. All staff are required to adhere to and facilitate the implementation of this policy. All employees should make themselves aware of the smoking at work policy and its implementation. New employees will be made aware of the policy at induction.

Appropriate 'NO SMOKING' signs shall be displayed at or near to any entrances of the premises and in company vehicles where appropriate.

Electronic Cigarettes, Vaping, e-cigs etc.

All of the above (this list is not exhaustive) are also prohibited in the non-smoking areas of the Company's premises. They are allowed in any designated smoking areas during normal break times.

Non-compliance

If you do wish to smoke, you must do so in your breaks. You are not permitted any additional smoking breaks during the day. Smoking is only permitted in designated smoking areas.

Any employee who does not comply with the policy and statutory legislation may face disciplinary action.