

NO SMOKING POLICY

Introduction

Employ My Ability (EMA), as the manager of enclosed workplaces and public places, has a responsibility for the maintenance and, where possible, improvement of the health and safety of staff and other users of their services and acknowledge that breathing other people's smoke is a public health hazard, proven to cause ill health. This policy recognises that second-hand smoke can adversely affect the health of employees and the public. EMA is not concerned with any one smoker but with the effect this has on staff and other members of the public.

EMA acknowledges that ventilation or separating smokers and non-smokers within the same air space does not completely stop potentially dangerous exposure.

Policy Aims

The aim of this policy is to protect all employees, students, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Actively encouraging employees to stop smoking is not part of this policy.

Key policy goals

- Protect the health of employees, students, visitors, contractors and visitors of our services or products.
- Comply with Health and Safety Legislation.
- Guarantee a healthy working environment and protect the current and future health of employees and members of the public.
- Guarantee the right of everyone to breathe in air free from tobacco smoke.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who choose to smoke and to support those who wish to stop.

Policy Statement

It is the policy of EMA that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. The policy came into effect following the change in the law in July 2007 when smoking was prohibited in all enclosed and substantially enclosed premises in the workplace. This includes Company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

Smoking is not permitted in any part of the premises or at entrances managed, leased or owned by EMA at any time, by any person, regardless of their status or business with the Company. Premises means any building or substantially enclosed public or private area occupied by 1 or more members of the general public or a workspace whether used by 1 or more members of

staff. Such spaces include lifts, corridors, stairways, lavatories, rest rooms, reception areas or entrances.

Restrictions on Smoking

Visitors

All visitors are required to abide by the smoke-free policy. Staff members are expected to inform visitors of the policy but not to enter into any confrontation that may lead to personal risk.

Staff

Members of staff are only permitted to smoke whilst off duty (in official break times only) in designated areas.

Vehicles

Smoking is not permitted in vehicles belonging to, or leased by, EMA or in staff private vehicles if ever used to carry members of staff or members of the public whilst carrying out the duties of the Company.