



We the Directors of SDC Builders recognise that the health, safety and welfare of employees, sub-contractors and anyone else directly affected by the Company's operations are of prime importance. The Company therefore enforces a dedicated smoking policy, conforming to the requirements of the Smoke-free (Premises and Enforcement) Regulations 2006, Smoke-free (Exemptions and Vehicles) Regulations 2007, Smoke-free (Signs) Regulations 2007, and other related legislation.

Application

This policy is applicable to all employees, as well as clients, consultants, sub-contractors and visitors to all SDC Sites and offices.

As part of the Company's induction process, new starters will be told about this policy. The Human Resources Department is responsible for informing employees of this policy. Employees are responsible for informing their visitors to the premises of this policy.

Prohibition on smoking

Smoking, including the use of E-cigarettes, personal vaporizers (PVs), and electronic nicotine delivery systems (ENDS) is prohibited on the Company's premises, except in certain designated outside areas. This includes any construction sites and other permanent company premises.

Employees wishing to smoke should use their lunch break to do so. Any time taken for 'extra' breaks during the working day should be made up accordingly.

Vehicles

The Company does not permit employees to smoke in company vehicles. It also applies to site vehicles that have an enclosed cab such as a forklift or excavator.

There are no limitations on employees smoking in vehicles that they own, even when they do so in the course of their work. Employees will not smoke in any vehicle if they have one or more passengers in the vehicle with them while on a business related journey.

Home-workers

Home-workers are not required to refrain from smoking during the course of work that is carried out for the Company in their home, unless they invite others into an area of their home for work purposes.

Signage

The Company displays signs that make it clear that smoking is prohibited on its premises. These signs are located at all entrances to site accommodation and at the entrances at head office. The Company also requires that no-smoking signs are displayed in those of its vehicles that are subject to the ban (see Vehicles above).

Assistance for employees to give up smoking

The Company recognises the difficulty that employees who wish to give up smoking may face. Assistance is available from the NHS Smoke-free Helpline: 0300 123 1044 and further information is available from the human resources department.


Non-compliance

Any infringement of these rules by an employee may result in appropriate disciplinary action, which will be dealt with in accordance with the Company's disciplinary procedure. Employees are also reminded that it is a criminal offence to smoke in smoke-free areas.

This policy will be communicated to all employees and all persons working under our control. It will be reviewed annually and amended accordingly to ensure that its aims remain current.

Signed: 
F Shiner – Managing Director

Signed: 
C Millar – Director

Signed: 
M Lowndes – Director

Signed: 
G L Wykes – Director

Signed: 
A Knaggs – Director

Date: **April 2018**

Next Review Date: **April 2019**