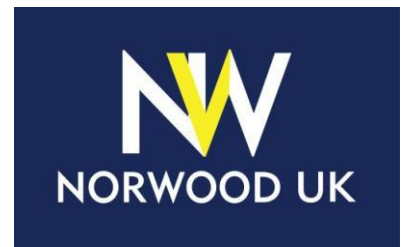




NW
NORWOOD UK

No Smoking Policy



No Smoking Policy

We are committed to protecting your health, safety and welfare and that of all those who work for us by providing a safe place of work and protecting all workers, service users, customers and visitors from exposure to smoke.

All of our workplaces (including our vehicles) are smoke-free and all staff and visitors have a right to a smoke-free environment.

This no-smoking policy complies with the Health Act 2006 and associated regulations. We are committed to a programme of action to make this policy effective and to bring it to the attention of all staff.

Scope of the policy

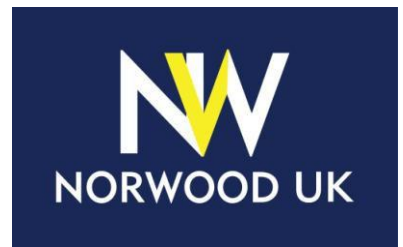
Smoking is banned at our workplace.

The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, pipes, cigars and herbal cigarettes.

No-smoking signs are displayed at the entrances to our workplace.

Staff may only smoke outside in designated areas during breaks. When smoking outside, staff should ensure that they dispose of cigarette butts and other litter appropriately.

Staff using our vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free. Any of our vehicles that are used primarily for private purposes are excluded from the smoking ban. Any questions concerning these provisions should be directed to the Human Resources Manager.

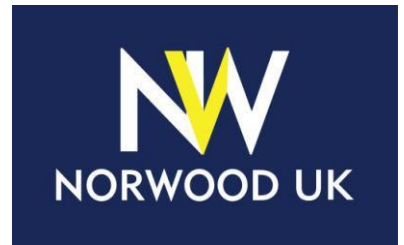


Company vehicles must display the provided “No Smoking” signage at all times.

We are committed to making this policy effective and to promoting a healthy working environment. Workers who experience particular difficulty complying with this policy should discuss their situation with their Manager.

No Smoking Policy for Office Based Staff

- You should ensure that you have fulfilled your smoking requirements before arrival at the office ie, before your start time or you have arrived earlier for this reason. It is not acceptable to be taking a smoke break within the first 90 minutes of arriving at work, nor the last 90 minutes before finishing work.
- Smoking requirements are accommodated with Norwood UK however they should not become social breaks of long duration. 5 minutes should be sufficient and not within 90 minute durations (i.e – if you take a smoke break at 11:00am, then you should not be taking your next break until after 12:30pm)
- Please ensure, you smoke in designated areas at all times and ensure you dispose of cigarette ends in an appropriate manor. Please note smoking is not allowed in the premises at any time. Managers will monitor and enforce these office rules to ensure the welfare of Norwood’s employees and keep the office premises clean.
- Norwood’s smoking policy is flexible on purpose to facilitate trust and bring about a responsible employee/employer relationship. Please accept the responsibility associated with your role and your fellow colleagues in regards to duration of breaks and frequency of breaks. You having more frequent breaks will be noted and will results in a more formal discussion with your line-manager around working responsibility if required.



- It is important to note: computer-based working environment brings responsibility to all employees to facilitate regular working breaks with time away from the screen-environment or a desk-relaxation break. Employees who undertake smoking breaks should however be aware that the smoking break classifies as their working break and that additional desk-relaxation should be minimal to respect their working responsibility and fellow colleagues.

Signed for and on behalf of the company

A handwritten signature in black ink, appearing to read 'Jo Shuttlewood'.

Jo Shuttlewood – HR Director