



SMOKE-FREE ENVIRONMENTS POLICY

GRP-POL-3.3-01

Who is the policy for?

- It applies to all personnel, including but not limited to Certas Energy UK Ltd colleagues, contractors, customers and visitors and any entities under the management of Certas Energy.
- The use of e-cigarettes also known as vapes are included in this policy and are treated in the same way as smoking.

Where does the policy apply?

- This policy applies to all owned and operated properties, including vehicles.

What goals are we aiming to achieve?

- To protect all colleagues, contractors and visitors from exposure to second-hand smoke, known as passive smoking, because it increases the risk of cancer, heart disease and other illnesses.
- To positively contribute towards compliance with the Health Act 2006.

How will we deliver the goals?

Because ventilation and separating smokers and non-smokers within the same airspace doesn't completely stop potentially dangerous exposure, we will ensure that all company workspaces are smoke-free and this policy will be enforced by all.

- We will provide designated smoking zones.

Overall responsibility for policy implementation and review rests with the Chief Operating Officer.

- All existing colleagues and contractors will be informed whenever the policy is reviewed.
- New personnel will be provided a copy of the policy during induction.
- Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within all Company premises and in Company vehicles.
- Everyone will be obliged to adhere with and facilitate the implementation of the policy.

Endorsed by:	Steve Little, Chief Operating Officer	Owner:	Jamie Ainsworth, HSE Director
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