

# Smoke-free Policy Statement

## PURPOSE

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

## POLICY

It is the policy of Infinity SDC Ltd that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. Smoking is only permitted in the designated location if one is provided on site. If Infinity SDC acquires vehicles then smoking shall be prohibited in all work vehicles if they are used by more than one person. It is the Infinity SDC policy that electronic cigarettes are subject to the same restrictions as tobacco based products. This policy applies to all employees, customers, consultants, contractors and visitors at Infinity sites and offices.

## IMPLEMENTATION

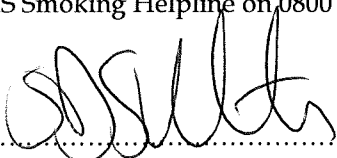
Overall responsibility for policy implementation and review rests with the Infinity SDC Executive Directors. However, all employees are obliged to adhere to and support the implementation of the policy. They shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. They will also ensure that new employees are informed of the policy on recruitment/induction. Appropriate 'No-Smoking' signs will be clearly displayed at the entrances to and within the company premises and in all smoke-free vehicles.

## NON-COMPLIANCE

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up.  
Visit [gosmokefree.co.uk](http://gosmokefree.co.uk)  
or call the NHS Smoking Helpline on 0800 169 0169 for details.

Signed:  Date: 12/9/16  
On behalf of Infinity SDC Ltd