

SMOKING POLICY 2026

In the interests of health and safety and the welfare of employees, Central Industrial Services Limited has a policy with regard to the smoking of tobacco. The policy has been developed in consultation with workers with the aim to provide a healthy, safe and comfortable environment for all. This policy does not form part any employee's contract of employment and it may be amended at any time.

The health risks of smoking or passive/secondary smoking are well known and the government has decided that smoking is a public health issue. Since 2007 smoking has been made illegal in enclosed public places anywhere in Britain.

Where there is a policy of no smoking at a customers' site, all employees shall be given notification of this and they shall adhere strictly to the policy.

At the depots and in company owned vehicles the following rules shall apply.

Smoking of any type of Tobacco Products or Electronic Cigarettes shall not be permitted in:

- ❖ Enclosed buildings – offices, workshops, cabins, mess-rooms, washrooms, stores, corridors, stairwells or within entrance doorways
- ❖ Company vehicles – vans, mini-buses or lorry cabs

The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

Smokers will use the outside of buildings, at a location where there is a provision for the **disposal of any tobacco debris**. **They shall be responsible for the cleanliness of the receptacle and surrounding area**. Where company employees are smoking in any other permitted, designated area, they shall be responsible for the clean and safe disposal of their tobacco remains.

The policy shall be clearly communicated to all employees by memorandum and employees and visitors will be constantly reminded of the smoking ban by posters on walls and stickers inside vehicles.

A member of staff shall be held responsible for the maintenance of this policy to ensure that it remains fair, legislatively compliant, and relevant to the welfare of all, who have involvement with Central Industrial Services Limited. Any breaches of the policy should be reported to the responsible person, who shall have the right to effect the appropriate disciplinary action. In serious cases, this may be treated as gross misconduct leading to summary dismissal.

Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

Support shall be given to employees who wish to give up smoking. Posters with information and contact details on how to get help and advice shall be placed appropriately in offices and cabins.

Any smoking cessation assistance given by the company, however, will not affect the company's disciplinary rights to deal with employees, who do not abide by the policy.

Signed

DH Cartwright - Chairman

Date 05/01/2026

These policies are available for perusal by any interested party. They remain, however, uncontrolled documents unless they are signed and dated by the responsible senior person at Central Industrial Services Limited. Policies are reviewed annually or if changes to legislation occur