



POL/08

Integrated Management System

Last Review: 12<sup>th</sup> May 23

Next review: 12<sup>th</sup> May 24

### **Smoke-free Policy**

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Smoke Free (Premises and Enforcement) Regulations 2006; the Prohibition of smoking in certain premises (Scotland) Regulations 2006 and the smoke free premises (Wales) Regulations 2007.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is the policy of H&M Security Services, that all of our premises and vehicles are smoke-free and all employees have a right to work in a smoke-free environment. This policy applies to all employees, consultants, contractors, customers and visitors.

Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises and in all company vehicles.

All existing employees, consultants and contractors will be made aware of the policy and their role in the implementation and monitoring of the policy. In addition all new personnel will receive a copy of the policy upon recruitment/induction.

All staff are obliged to adhere to, and facilitate the implementation of the policy.

Disciplinary procedures will be followed if a member of staff does not comply with this policy.

The ultimate responsibility for this policy lies with the Managing Director who ensures that it is given and retains the highest of priorities. This policy and its implementation will be reviewed at least annually and updated as required.

Signed by:

A handwritten signature in black ink, appearing to read 'Ian Henderson', written over a horizontal dotted line.

**Ian Henderson**  
**Managing Director**  
**H&M Security Services**