

***Smoking at Work Policy***

It is the policy of Ecore Construction Ltd to achieve a situation in which no one is involuntarily exposed to the effects of passive smoking. The company accordingly prohibits smoking on its premises by either employees or visitors. The underlying intention is to achieve a situation in which no one is exposed to the potentially harmful effects of passive smoking.

- Managers are responsible for implementing this policy through rules which are appropriate to the particular circumstances of their operation in consultation with employees and/or their representatives.
- The administration department is responsible for informing all job applicants of this policy in all offers of appointment.
- Employees who meet visitors from outside the company on company premises must explain the policy and ensure that their visitors comply.
- There will be no smoking in any building temporary or permanent, owned, rented, leased or occupied by Ecore Construction Ltd.
- Smoking is prohibited in Ecore Construction Ltd vehicles.
- Employees who are smokers may obtain suitable literature and addresses of self-help groups from the administration department to enable them to give up smoking.

Ecore