

**SMOKING POLICY**

**Smoking Policy**

In the interest of the health, safety and welfare of our employees, Sheen Panel Service has implemented this smoke free policy to limit employee exposure to the adverse effects of tobacco smoke in all the company sites.

To give effect to this policy and to ensure that risks related to smoking are minimized, smoking is not permitted at any time by any person, including our employees, customers, suppliers, contractors and the general public in the following areas:

* Within all company buildings
* In areas where smoking may lead to the risk of fire or hazard
* Inside company vehicles

Employees and others are required to leave the premises to smoke during their own time.

Please alert colleagues or visitors to this requirement where necessary.