

## **Policy Statement – Smoke-Free Environment**

The aim of this policy is to protect all employees, customers and visitors from exposure to second-hand smoke and to comply 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 TigerGeo that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. The policy shall come into effect on 4<sup>th</sup> January 2016 and will be reviewed annually thereafter. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles.

### **Implementation**

All staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment / induction.

### **Employer's responsibilities**

- To display 'no smoking' signs as required by the legislation;
- To ensure that employees, customers and visitors do not smoke in smoke free places and vehicles;
- To investigate complaints regarding employees, customers and visitors smoking in areas which are designated as smoke free;
- To inform, consult and train employees and visitors on this policy.

### **Employees' responsibilities**

- To ensure that they or others do not interfere with no smoking signs;
- To comply with the smoke free policy;
- To ensure that customers and visitors do not smoke in smoke free places and vehicles;
- To report incidents of smoking in smoke free areas and vehicles.

## **Environmental Geophysics – Survey, Research and Consultancy**