



STATEMENT OF COMPANY POLICY ON SMOKING AT WORK

There is undeniable evidence of the considerable health risks associated with both direct and passive smoking.

All employers are required by law to protect their employees from any unnecessary risk to their health whilst at work. PTL Building Services Ltd has produced a Smoking at Work Policy, the objective of which is to achieve an environment in which no-one is involuntarily exposed to the effects of passive smoking.

With this in mind, our policy is to positively discourage all employees and visitors from smoking in all offices and contract premises under our control or occupation, by designating all common areas and offices as no smoking areas. Smoking may be allowed only in specially designated smoking rooms, but then only if sufficient ventilation and extract air facilities are in place, so as to protect non-smokers from any discomfort caused by tobacco smoke and contamination of no smoking areas by the smoke and smell from tobacco products.

- All common areas are to be regarded as no smoking areas. These include reception, corridors, lifts, meeting rooms and toilet areas.
- All rooms, where there is neither natural nor mechanical ventilation/extract-air provision, are to be designated as no smoking areas.
- Smoking is prohibited in all workshops, plant rooms, stores and all other internal work areas.
- Smoking is also prohibited at any place of work, inside or outside, where there is a possible risk of fire.

Signed

A handwritten signature in black ink, appearing to be 'MRS', is written over a dotted line.

Date:

01-01-2009