

In full accordance with the Smoke-free (Premises and Enforcement) Regulations (2006) ABCA Systems Ltd. recognises its obligation to comply with the requirements of the regulations.

As such employees are NOT permitted to smoke in any part of any building/s used by ABCA Systems Ltd. in the pursuit of its business. Smoking in any vehicle is also not permitted where there is more than one user. Employees should consult their local branch on where smoking is permitted.

All visitors and contractors are expected to abide by the policy and it is the responsibility of all members of staff to advise them of the company requirements as necessary.

Any concerns employees may have regarding smoking at work should be reported immediately to a responsible person so that corrective action can be taken. Breaches of any smoking policies will be dealt with through education and if staff refuse to adhere to policy then disciplinary action will be taken against any employee failing to comply with this requirement.

All waste with regards to smoking needs to be dealt with appropriately to reduce the risk of any fires being created. To ensure this policy is followed, periodic monitoring will be carried out by the department manager.