



Smoking Policy

Overview

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, the use of all tobacco and smoking products, including chewing tobacco and electronic cigarettes (e-cigarettes) is strictly prohibited from the premises, except for identified designated areas.

Policy Scope

This policy applies to all employees, workers, visitors and contractors of ADM Pressings Ltd. In addition, the policy principles also apply to the tenant's (TDR Ltd) employees, workers, trainees, visitors and contractors operating or working on their behalf.

E-cigarettes and other electronic tobacco devices

E-cigarettes are treated in the same regard as cigarettes and other tobacco products, therefore the use of e-cigarettes is also strictly prohibited from the premises. On this basis, all components of this policy also apply to the use of these items.

Policy Application

Smoking is strictly prohibited in all of the enclosed areas within the Company premises and work sites, without exception. This includes common work areas, the manufacturing facilities, classrooms, conference and meeting rooms, private offices, corridors, lunchrooms, stairs, toilets, employer owned or leased vehicles, and all other enclosed facilities.

Prohibited areas also inclusive of the perimeter of the building, with the exception of designated areas and the company pathway/bridge from the building to the car park.

Designated Areas

The only designated area for smoking (including e-cigarettes) is outdoors, on the Jetty. There is a designated smoking area located at both the West and the East sides of the building. A smoking shelter is provided along with specific bins to discard cigarettes. The bins must not be used for other items such as plastic drinking cups, papers, wrappers etc – there are separate bins provided for these means.

While the Company makes these areas available to smokers, it in no way has any legal responsibility to do so. Employees who choose to use these smoking areas do so at their own risk.

Car Parking Areas & the Perimeter of the building

Additionally, employees may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking employees are subjected to smoke that they must walk through to reach their vehicle or any other destination on the (Company) premises.

No one may smoke along any path way or walk way leading to or from the designated smoking area, nor may employees smoke at the front of the building, outside of the works entrance nor on the pathway/bridge leading from the building to the car park. This land is still denoted as Company premises.

Breaks

Employees must use the designated break times to carry out any smoking activity. No additional breaks are allowed to any employee who smokes.

Employee Responsibilities

Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees, workers, our visiting partners and customers.

Cigarettes **must not** be discarded on the ground or in the surrounding areas. It is also unacceptable to throw items onto the bank of or into the River Tyne.

Breach of the Policy

Failure to comply with any aspect of this policy will result in disciplinary action which may result in dismissal.