

## Workplace Smoking & Vaping Policy

### 1. Purpose

This policy outlines the rules regarding smoking and the use of e-cigarettes (vaping) to ensure a healthy work environment and maintain productivity.

This policy applies to all employees, visitors, customers, contractors, and any other persons who enter the Company premises. Employees should courteously inform visitors about the policy while avoiding conflict and protecting their personal safety.

### 2. Policy Aims

#### This policy aims to:

- Give employees and those visiting Ductile Castings Ltd the right to an environment that is free of harmful effects of second-hand tobacco smoke and vapours from e-cigarettes and other electronic vaping devices.
- Ensure all parties have a clear understanding of their rights and responsibilities including management expectation on the frequency and duration of smoking breaks.
- Promote the culture of a smoke and vape free organisation.
- Ensure that the Company complies with relevant legislation.
- Acknowledge the needs of those who do smoke or use or e-cigarettes.

### 3. Restrictions on Smoking & Vaping

- Smoking and vaping are strictly prohibited inside all company buildings, entrances, and work vehicles.
- Smoking is only permitted in the designated shelter next to the cycle rack by the site entrance and by the personnel entrance door to DC1.

### 4. Frequency and Duration of Breaks

- **Standard Rest Breaks:** Employees are entitled to a morning 20-minute break and a 30-minute lunch break in every 8.5 hour shift. Friday shifts are 6 hours so the entitlement is one 20-minute break. Standard rest breaks may be used for smoking in the designated smoking areas.
- **Additional Smoking Breaks:** A maximum of two additional smoking breaks of no more than 5 minutes each are permitted per 8.5 hour shift, provided they do not disrupt operational needs. Friday entitlement is one 5-minute smoking break.
- **Recording Time:** All additional smoking breaks must be approved with their supervisor or team leader before they are taken.

### 5. Professional Conduct

- Littering (cigarette butts) is a disciplinary offence; please use the bins provided.

### 6. Enforcement

Overall responsibility for the policy rests with the Ductile Castings Operations Director. The day-to-day responsibility for ensuring staff comply with the policy lies with managers and supervisors. All employees are personally responsible for complying with the policy. All new employees will be made aware of this policy as part of their induction.

Any employee refusing to observe the policy by smoking or vaping in unauthorised areas will be liable to disciplinary action, up to and including dismissal for flagrant disregard of health and safety, in line with the Company's Disciplinary policy.

In the event of a breach of policy by a visitor or employee of other organisations, they should be asked to extinguish all smoking materials or asked to refrain from vaping and made aware of the designated external smoking areas. If they continue to smoke the matter should be referred to the Operations Director or Managing Director.

**7. Non-Smoker Fairness**

To ensure equality, the break allowances stated above apply to all staff. Non-smokers are entitled to the same "fresh air" breaks to ensure no group is given more time away from their workplace than others.

**Status of this policy**

This policy does not give contractual rights to individual employees. The company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

Signed on behalf of Ductile Castings Ltd

DATE:



19/10/26 .