



SMOKE-FREE WORKPLACE POLICY

POLICY STATEMENT

It is the policy of this company to provide a workplace that is free from risk of injury or illness to all persons including risks to health from exposure to side-stream smoke (or passive smoking) where a person is exposed to hazardous by-products of tobacco smoke. However, the prohibition on smoking does not extend to persons who wish to smoke outside of the workplace or company premises during their own time.

While Biglift Cranes 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. No additional breaks are allowed to any employee who smokes.

AIMS AND OBJECTIVES

Smoking is prohibited in all enclosed workplaces and worksites, and in areas where another person may be exposed to tobacco smoke, regardless of whether or not the other person also smokes. This prohibition extends to every person who works at or visits a workplace. Common work areas, conference and meeting rooms, private offices, hallways, the lunchrooms, stairs, restrooms, owned or leased vehicles, and all other enclosed facilities are also prohibited places.

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 Biglift Cranes premises.

The only designated smoking area in Biglift Cranes is outdoors, outside the fenced-in area. 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 crib tables nor outdoors in any of the grassy areas or the designated parking areas.

RESPONSIBILITIES

We will encourage persons who wish to cease smoking, and provide assistance to them to do so. Where available, we will obtain relevant information from government health offices to assist persons to quit smoking.

Persons who smoke in contravention of the smoke-free workplace policy on company property or premises, or in company vehicles, will be subject to immediate appropriate disciplinary action.

AUTHORISED BY

Signed: D.P. Position: DIRECTOR

Date: 4/11/2013