

AE-DOCU-011 - APPSELEC POLICIES (Rev 9)**7 SMOKING, VAPING & E-CIGARETTES POLICY**

- Appselec has a policy of a smoke-, vape-, and e-cigarette-free workplace and this means that smoking, vaping and the use of e-cigarettes is not permitted within an Appselec workplace. The 'workplace' is defined as all Appselec sites and Company vehicles.
- Appselec is committed to securing the health and safety of its employees and will discourage smoking, vaping, and the use of e-cigarettes in all of its premises.
- Appselec recognises that some employees may wish to give up smoking / vaping / e-cigarettes and as a result, appropriate assistance can be made available to staff. Any employee wishing for further information should contact the Human Resources Manager.
- Employees may only smoke / vape / use e-cigarettes during break times designated by their supervisor or outside normal office hours. No unscheduled breaks are to be taken for the purpose of smoking / vaping / using e-cigarettes outside the building.
- It will be the responsibility of all employees to ensure that their visitors / contractors are made aware of, and comply with, this policy.
- Compliance with this policy is a condition of employment.