

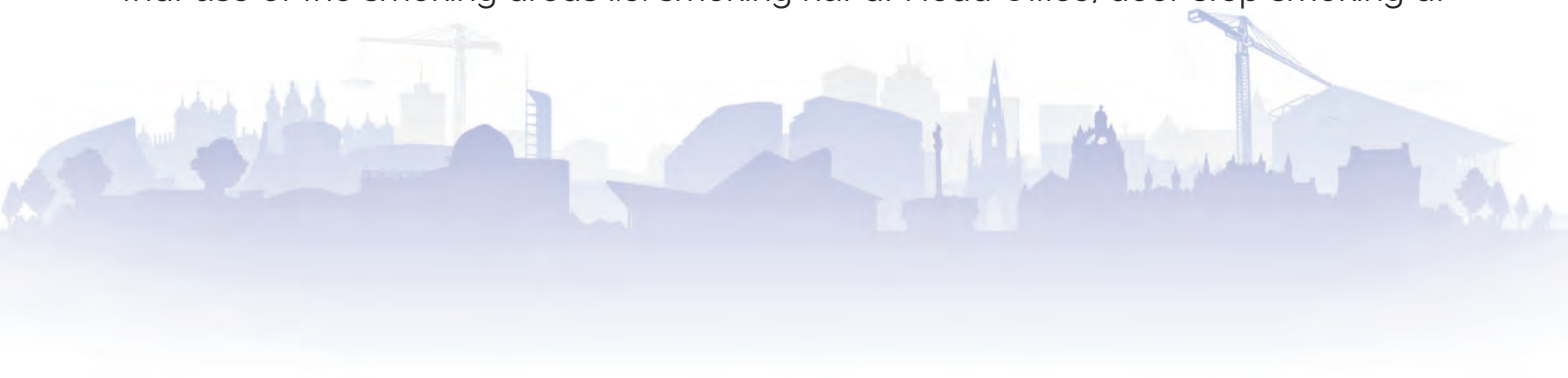
# Smoking Policy

## Overall Statement of Principles

The Ogilvie Group continues to operate a strict non-smoking policy throughout our offices, sites, vehicles, and within the perimeter of our head office car parks. This is to ensure the health and safety and welfare of all our employees and comply with current legislation throughout the UK. This legislation effectively eliminates the effects of work place passive smoking.

Enclosed designated smoking areas are no longer provided for employees on site or at our offices. An open designated place is available within the boundaries of the property at Head Office. Designated open areas with sand buckets will be allocated on sites where possible. Smoking must not interfere with proper job performance.

The Company is restricting the number of visits to the designated areas. This means that use of the smoking areas i.e. smoking hut at Head Office, door step smoking at



our other offices and designated smoking areas on our construction sites, will be restricted to one break between 8.00 a.m. to 12 noon and 2pm. to 5.30 p.m. Smokers may continue to use the facilities during their lunch break. Part time staff working less than five hours per day may have one break in the day.

Any employee smoking outwith the smoking areas at Head Office, on site, or in company vehicles will be breaking the law and committing a disciplinary offence which will be dealt with in accordance with the company disciplinary procedures (see Staff Contract of Employment 11.1 to 11.10).

The above ruling also applies to electronic cigarettes.

 By order of the Board  
Ogilvie Group

