**Non-Smoking Policy**

John Readings Group supports the principle of a smoke-free environment for its employees, contractors and visitors at our workplaces.

The objective of this policy is to further assist in providing a safe and healthy working environment for all persons.

Smoking is banned in all internal areas of our workplaces and any area which has been deemed to be hazardous or is a designated no smoking area. 'No smoking' legislative requirements may also apply to public areas accessed by our employees.

Smoking is prohibited in all John Readings vehicles.

Support and assistance will be provided to those employees wishing assistance in quitting smoking. Assistance can be obtained by contacting your manager.

This policy has been adopted in the interest of protecting the health and well-being of all persons at John Readings workplaces. In no matter is it to impinge on the individual’s right to choose.

General managers are responsible for the implementation of this policy.