

## Smoking Policy

GMS Management is committed to providing our customers with the highest level of service possible and aspires to become an organisation against which others strive to benchmark.

GMS takes its health and safety duty of care as an employer seriously by ensuring a working environment for employees that is safe, without risk to their health and welfare at work.

GMS Smoking Policy is intended to:

- Ensure a safe working environment
- Protect everyone against the effects of second hand smoke
- Promote health in the workforce

### ***Policy***

Smoking is not allowed unless in a designated smoking areas:

GMS smoking policy applies offshore on all GMS vessels and onshore in all GMS locations. This applies to all employees, contractors and visitors on any GMS premises.

### ***Implementation***

This policy is intended to benefit all employees and visitors and all employees are responsible for its continued implementation. Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with Departmental Managers. Information on the policy will be:

- Briefed to all staff when they join the company through the company induction process
  - included in the company health and safety policies and part of the HSSEQ management system
  - signs will be put up where necessary to inform visitors and act as a reminder to all employees
- Enforcement of the policy
  - any employee in breach of this Policy will be subject to the Company disciplinary procedures



Duncan Anderson  
Chief Executive Officer

Date: 1<sup>st</sup> April 2015