

# NO SMOKING POLICY

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Section B – Non Contractual Policy

# No Smoking Policy

In accordance with the Health Act 2006 smoking is prohibited in all enclosed and substantially enclosed premises in the workplace, including company vehicles.

We are committed to protecting the health and safety of all our employees and anyone visiting our premises. This no-smoking policy has therefore been developed to ensure compliance with the above legislation and to ensure that the company provides a smoke free working environment for all employees.

## Company Guidelines

It is a strict requirement that all employees, workers and visitors to the Company's premises should not smoke in the work environment including:

- Toilets, Rest Areas and welfare areas
- Corridors
- Staircases
- Lifts
- Meeting rooms
- Vending areas
- Company vehicles
- Car parks
- Anywhere next to the company's buildings that are in public view.

The appropriate signage will be displayed in the entrance areas to all offices in accordance with the legislative requirements.

In line with the spirit of the policy, no employee should smoke in a company vehicle if they are accompanied by other people, regardless of whether these individuals are smokers or

not. Where the company car is a pool car and used by multiple people, a non-smoking sign should be on display at all times and under no circumstances should smoking take place in the vehicle, regardless of whether you are travelling on your own or with passengers.

In the case where employees are using privately purchased vehicles on company business smoking is prohibited when carrying clients or colleagues. Employees should also not permit passengers to smoke during these times.

Outside of these periods employees can smoke in cars allocated to them, but company vehicles should be maintained in a clean and pleasant condition at all times, should the vehicle be returned in an unacceptable condition you may be charged a fee.

### **Smoking breaks**

Smoking breaks are allowed, however in line with existing company practice these should be kept to a minimum and should not interrupt or prevent you from carrying out your daily work responsibilities. If you do smoke please ensure that you smoke in an appropriate outside area and leave the area clean.

### **Electronic cigarettes**

The company acknowledges that some employees may wish to make use of electronic cigarettes ("e- cigarettes") in the workplace, particularly as an aid to giving up smoking. E-cigarettes are battery-powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user.

Although they fall outside the scope of smoke-free legislation, the organisation prohibits the use of e- cigarettes in the workplace. The organisation's rationale for a ban on e-cigarettes is that:

- although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees;
- some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police, and creating an impression for clients/customers and other employees that it is acceptable to smoke.

### **Help to stop smoking**

The company recognises that many smokers want to quit smoking, and that employees may use the recent legislation to motivate them to stop.

All employee's who wish to give up smoking will therefore be encouraged and supported to seek advice on stopping.

If you would like help with giving up smoking, the NHS offers a range of free services to help smokers give up. Visit [www.nhs.uk/smokefree](http://www.nhs.uk/smokefree) for details.

### **Breach of policy**

This policy is a company requirement based on legal and best practice constraints. All employees are obliged to adhere to and support the implementation of this policy and the manner within which it is intended. Failure to comply will constitute a disciplinary offence and will be dealt with under the Company's Disciplinary procedures.

### **Further Information**

For further information about this policy or giving up smoking please contact a member of the HR team in the first instance.