

September 2024



SMOKING POLICY

Issue date: September 2024

Signed:

A handwritten signature in black ink, appearing to be "E. J. J.", is shown next to the "Signed:" label.

Review period: Annually

SMOKING POLICY ISSUES AND UPDATES

PAGES	ISSUE	DATE
ALL	Review of whole document	25/07/2024

The following policy has been approved by the Senior Leadership Team and the Board of Trustees.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Board of Trustees: July 2024

Board signatory: Jon Drown

Planned review: July 2025

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SMOKING POLICY

1 ABOUT THIS POLICY

1.1 We are committed to protecting your health, safety and welfare and that of all those who work for us by providing a safe place of work and protecting all workers, participants and visitors from exposure to smoke.

1.2 All of our workplaces (including our vehicles) are smoke-free in accordance with the Health Act 2006 and associated regulations. All staff and visitors have the right to a smoke-free environment.

1.3 This policy does not form part of any employee's contract of employment, and it may be amended at any time.

1.4 In alignment with our commitment to providing a smoke-free environment, the use of vapes and e-cigarettes are also prohibited within all our workplaces and vehicles.

1.5 While vapes and e-cigarettes do not produce tobacco smoke, their use can still contribute to indoor air pollution and may create discomfort for others due to the release of aerosols and vapours. To ensure the health and well-being of all employees, participants, and visitors, we extend the smoke-free policy to include vapes and e-cigarettes.

1.6 The prohibition of vapes and e-cigarettes applies to all indoor areas, shared spaces, and company vehicles. However, designated outdoor smoking areas may be provided where applicable laws and regulations permit, ensuring that these areas are clearly marked and located away from entry points and areas frequented by non-smokers.

1.7 Employees who wish to use vapes or e-cigarettes during their breaks or personal time are encouraged to do so off the company premises and in compliance with local laws and regulations. It is essential that such use does not create any disruption or negatively impact others.

1.8 As with the smoke-free policy, adherence to the no vapes/e-cigarettes policy is mandatory for all employees, contractors, visitors, and anyone else present on our premises. Non-compliance with this policy may result in disciplinary action in line with our established procedures.

1.9 We recognise the evolving landscape of vaping and e-cigarette research, and as new information emerges, we will periodically review and update this policy to reflect the latest health and safety guidelines and legal requirements.

2 WHERE IS SMOKING PERMITTED?

2.1 You may only smoke outside, in designated areas around the site, during breaks. When smoking outside, you must dispose of cigarette butts and other litter appropriately.

3 BREACHES OF THE POLICY

3.1 Breaches of this policy by any employee will be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3.2 Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.