

No Smoking

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1. Introduction

The Company, has a responsibility for the maintenance and improvement of the health and safety of staff and acknowledge that breathing other people's smoke is a public health hazard. This policy recognises that second-hand smoke can adversely affect the health of employees and the public.

The aim of this policy is to protect all employees, customers and visitors from exposure to secondhand smoke.

2. Key goals

- Protect the health of employees and visitors
- Comply with Health and Safety Legislation
- Guarantee a healthy working environment and protect the current and future health of employees and members of the public
- Guarantee the right of everyone to breathe air free from tobacco smoke
- Raise awareness of the dangers associated with exposure to tobacco smoke

3. Policy Statement

It is the policy of the Company that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. The policy came into effect following the change in the law in July 2007 when smoking was prohibited in all enclosed and substantially enclosed premises in the workplace. This includes Company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

No use of tobacco products including cigarettes and "spit tobacco" or e-cigarettes is not permitted on any part of the premises or at entrances managed, leased or owned by the Company at any time, by any person, regardless of their status or business with the Company. Premises means car park, any building or substantially enclosed public or private area occupied by one or more members of the general public or a workspace whether used by one or more members of staff. Such spaces include lifts, corridors, stairways, lavatories, restrooms, reception areas or entrances.

4. Restrictions on Smoking

Visitors

All visitors are required to abide by the smoke-free policy. Staff members are expected to inform visitors of the policy but not to enter into any confrontation that may lead to personal risk.

Staff

Members of staff are only permitted to smoke whilst off duty (in official break times only) in designated areas.



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Vehicles

Smoking is not permitted in vehicles belonging to, or leased by, the Company or in staff private vehicles if ever used to carry members of staff or members of the public whilst carrying out the duties of the Company.

Sale of Tobacco Products

It is a criminal offence for anyone to sell, transport or possess illegal tobacco products. Penalties for such offences may include imprisonment and/or fines, including fines for any manager allowing their premises to be used for such activities.

The selling/storing and dealing in any way of illegal cigarettes and tobacco on the Companies premises will not be tolerated.

We will fully co-operate with Law Enforcement Agencies, such as HM Revenue and Customs in their investigations. Any such illegal activity will be considered as gross misconduct and will result in appropriate disciplinary action.

Litter

All materials used for smoking in designated smoking areas, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of a Director.

5. Non-Compliance

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.



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