

## Smoking Policy

### 1. Scope

The Company's Smoking Policy applies to all its employees and to everyone else visiting the workplace including contractors, customers and visitors.

### 2. Introduction

This policy has been introduced to comply with current health and safety legislation and UK legislation on smoking in the workplace.

The Company is keen to promote a healthy working environment and protect the health and wellbeing of all employees and this includes being able to work in a smoke-free environment.

### 3. Policy

The Company's business premises are no smoking premises. Smoking is therefore prohibited in all areas of the workplace at all times, except any area that may have been specifically designated as a smoking area.

Smoking is only permitted during authorised breaks, however you must not smoke at least one (1) hour prior to any engagement on behalf of the Company.

The Company wishes to portray a professional business image to its clients and customers when they visit our business premises. Therefore, employees are not allowed to smoke immediately outside the entrance to the workplace.

Employees who are caught smoking at work in contravention of this policy will be subject to disciplinary action in accordance with the Company's disciplinary procedure.

A breach of this policy will be treated as a serious disciplinary offence. Where the smoking constitutes a clear health and safety hazard, such behaviour will be treated as gross misconduct and could render the employee liable to summary dismissal.

Sympathetic consideration will be given to smokers wishing to give up, but only to the extent that it does not compromise or otherwise affect this policy.

### 4. E-Cigarettes

The smoking of e-cigarettes on Company premises and in Company vehicles is strictly prohibited and will be treated in line with our existing smoking policy.

E-Cigarettes are not regulated as either a tobacco product or as a medicine and in accordance with the British Medical Association there is no evidence to suggest they are safe.

In addition, the use of e-cigarettes may undermine the Company's smoking policy and is therefore prohibited unless carried out in the designated smoking area(s) (if appropriate).

#### 5. Definitions of Workplace

The requirements of this policy extend to all offices, including single occupancy, meeting rooms, washrooms, toilets, passages, stairs, kitchen and rest room area and any other public area in Company buildings. It also includes any room or building that is hired or leased to the Company for any reason.

#### 6. Smoking In Vehicles

Smoking is not permitted in any Company vehicle including those on loan or hire.

Enclosed, private vehicles must be smoke free where there is more than one person present and one of them is under 18. It will now be an offence:

- for a person of any age to smoke in a private vehicle that is carrying someone who is under 18
- for a driver (including a provisional driver) not to stop someone smoking in these circumstances

#### 7. Visitors to the Premises

If a visitor to the premises expresses a desire to smoke then they will only be permitted to do so in the designated area (if appropriate) or away from Company premises.

Suppliers, contractors, sub-contractors, temporary workers etc. will be informed of the Company policy prior to any work being undertaken.

Any person who is smoking as they enter Company premises will be politely asked not to smoke.

#### 8. Designated Smoking Area(s)

The Company does not have a designated smoking area. Therefore should you wish to smoke during your authorised breaks, you must leave the Company premises to do so.

You must not smoke immediately outside any of the entrances or exits of the premises and ensure that the areas surrounding the premises are kept tidy and free from cigarette butts at all times.

**Approved by HWTW Board of Directors**

Date:

**For Review**

Date:

**Responsible Officer**

Chief Officer of Healthwatch HWTW