

No-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, service users, customers and visitors from exposure to smoke. All 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. The purpose of this policy is to set out the rules in place governing smoking in and around the workplace.
- 1.2 This policy does not form part of any contract of employment or other contract to provide services, and it may be amended at any time.

2. Who does this policy apply to?

- 2.1 This policy applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers and interns. It also applies to anyone visiting our premises or using our vehicles.

3. Who is responsible for this policy?

- 3.1 The board of directors (**Board**) has overall responsibility for the effective operation of this policy. The Board has delegated responsibility for overseeing its implementation to a director.
- 3.2 Any questions you may have about the day-to-day application of this policy should be referred to a director in the first instance.
- 3.3 This policy is reviewed annually by the Board.

4. Where is smoking banned?

- 4.1 Smoking is not permitted anywhere in our workplace. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.
- 4.2 No-smoking signs are displayed at the entrances to enclosed or substantially-enclosed premises at our workplace.
- 4.3 Anyone using our vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free. Any of our vehicles that are used primarily for private purposes are excluded from the smoking ban.

5. Where is smoking permitted?

Nowhere, including company vehicles.

6. Breaches of the policy

6.1 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.

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

Signed:  Position: Managing Director Date: 19/12/2023

