



Smoking Policy

This policy applies to all companies within the Relyon Group.

The Company has a responsibility for the health of staff and visitors in its buildings. The Company acknowledges that breathing other people's smoke is a health hazard and a welfare issue, which is proven to cause ill health.

This policy recognises that second-hand smoke adversely affects the health of employees. It is not concerned with whether anyone smokes, but with where they smoke and the effect this has on visitors and colleagues.

This policy is also in line with national legislation, which bans smoking in all enclosed public places.

The company actively encourages its employees to refrain from smoking at any time as this will help the health of the employee. But it falls outside the scope of this policy to impose this

For clarity, any reference to smoking in this policy refers to all types of cigarette, cigar and all forms of electronic cigarette, vape and so on, regardless of whether it contains nicotine.

Aims

This policy aims to:

Provide a healthy working environment and protect the current and future health of employees and visitors.

Provide the right of everyone to breathe air free from tobacco smoke.

Comply with Health & Safety Legislation and Employment Law.

Raise awareness of the dangers associated with exposure to tobacco smoke.

Take account of the needs of those who choose to smoke and to support those who wish to stop.

Introduction

Since July 2007 all work places in England and Wales have had to be smoke free.

Section 2(2) of the Health and Safety at Work Act 1974 places a duty on employers to:

'...provide and maintain a safe working environment which is, so far as is reasonably practical, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.'

Second hand smoke – breathing other people's tobacco smoke – and side stream smoke has now been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions.

General Principles

This policy seeks to:

- Protect the health of staff
- Protect the health of visitors and contractors
- Inform staff and managers of their responsibilities in respect of the policy.
- Support smokers to help them cope with increased restrictions or to stop smoking.

This policy will apply to all staff, visitors, contractors and other persons who enter the premises of the Company.

Restrictions on Smoking

Smoking is not permitted in any part of the buildings, grounds/ or entrances managed, leased or owned by the Company at any time, by any person regardless of their status or business with the organisation.

Visitors

All visitors, contractors and couriers are required to abide by the smoke free policy. Staff members are expected to inform visitors of the policy. However, they are not expected to enter into any confrontation that may put their personal safety at risk.

Staff

Under the Health Work Act 2006, employees have duties to take reasonable care for the health and safety of themselves and others and to co-operate with the employer as far as is necessary to enable the employer to comply with the requirements of the Health and Safety Work Act.

Employees who wish to smoke may do so in their own time during breaks. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for the Company.

Staff are only permitted to smoke in designated areas.

Smokers are requested not to smoke immediately outside any work base and to dispose of litter appropriately.

Vehicles

Smoking is not permitted in company vehicles.

Smoking is not permitted in leased or staff private vehicles while used on company business.

Contractors

Contractors working on behalf of the company should adhere to this policy. The following wording should be added to contractor agreements:

"The company has a duty to protect the health of its employees. As part of this, contractors undertaking work on behalf of the company will abide by the company's smoke free policy which requires staff to refrain from smoking whilst at work."

Support for Smokers

The company recognises its duty towards employees who smoke.

Help on offer includes:

Staff can call the NHS Smoking Helpline number on 0800 169 0 169 or log onto www.givingupsmoking.co.uk

Sale of Tobacco Products

The sale of any tobacco products will not be allowed on any Company premises.

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 of up to £5,000 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 premises will not be tolerated.

The company 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.

Disciplinary and Breach of Policy

Any member of staff refusing to observe the policy by smoking in unauthorised areas will be liable to disciplinary action in accordance with the Company's Disciplinary Policy.

In the event of a breach of the policy by a visitor or staff member of other organisations, they should be asked to extinguish all smoking materials and be informed of the availability of any external smoking areas.

If they continue to smoke the matter should be referred to the appropriate manager. Staff are not expected to enter into any confrontation that may put their personal safety at risk.

In the event that staff of other organisations continue to breach the policy, the appropriate organisation should be advised in writing of the requirements of the company and the consequences of breaching these requirements.

Monitoring and Reviewing

The following will be monitored:

- That prospective employees are advised of the policy
- That the company's policy forms part of the induction programme
- That contracts of employment, refer to the non-smoking conditions
- That there is adequate, clear signage indicating which areas are smoke free and the location of the external smoking areas.

This Policy will be reviewed periodically to ensure it continues to meet the aims of the original policy.



