

## 1. Introduction

<<Company>> is a response very seriously. We recognize employees and so have developed to comply with our legal duties smokers and research has a heart and respiratory diseases

our obligations to our employees  
health, safety and welfare of our  
smoking policy in order to help us  
s damage to the health of  
and smoke causes cancers,  
ell.

## 2. Aims of the Policy

This policy aims to:

- |     |   |
|-----|---|
| 2.1 | Provide a safe and healthy environment for all staff, customers and visitors<br>[OR clients] and visitors |
| 2.2 | Comply with all of the relevant laws and regulations relating to smoking in premises; and                 |
| 2.3 | Raise awareness of the health risks associated with tobacco smoke;  |
| 2.4 | Guarantee the right of all staff, customers and visitors to breathe air free of smoke; and                |
| 2.5 | Support staff who do not smoke  |

### 3. Restrictions on Smoking

- 3.1 [Smoking is not permitted on the Company's premises, entrances, or grounds at any time, regardless of their status in, or business with, the Company.]

**OR**

[Smoking is not permitted in designated outdoor permitted areas and other smoking

is premises except in certain  
y only smoke <<state where  
must dispose of cigarette butts  
led by the Company.

- 3.2 All visitors, customers, suppliers and delivery drivers are required to abide by the Company's safety policy although it is not intended that the staff should not put themselves at any risk in furtherance of their duties.

- 3.3 Smoking is not permitted in any vehicles or in any vehicles being used or hired for Council purposes.

**OR**

[Smoking is not permitted in the vehicle unless the vehicle is used exclusively for business purposes.]

3.4 [Homeworkers are prohibited from smoking during the course of work that is carried out in their home, unless they invite others into an area for business purposes.]

3.5 No smoking signs must be displayed in all of its premises and vehicles.

3.6 Smoking on Company vehicles constitutes an offence under the Company's Smoking Policy. If staff does not comply with the policy, disciplinary action will be taken in accordance with the Company's disciplinary procedure.

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from smoking during the course of work that is carried out in their home, unless they invite others into an area for business purposes.]

the Company in all of its premises

pany vehicles constitutes an offence under the Company's Smoking Policy. If staff does not comply with the policy, disciplinary action will be taken in accordance with the Company's disciplinary procedure.

#### 4. Electronic cigarettes

The Company acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes"), particularly as an aid to giving up smoking. E-cigarettes (sometimes referred to as personal vaporizers (PV) or electronic nicotine delivery systems) are battery-powered products that release a visible vapour that is inhaled by the user.

may wish to make use of electronic cigarettes, particularly as an aid to giving up smoking. E-cigarettes (sometimes referred to as personal vaporizers (PV) or electronic nicotine delivery systems) are battery-powered products that release a visible vapour that is inhaled by the user.

4.1 [Although it is not permitted to smoke in the workplace, the Company prohibits the use of e-cigarettes in the workplace. This is because, even though e-cigarettes do not produce smoke, e-cigarettes release a vapour that could pose a health risk to other employees. In addition, some e-cigarettes are designed to look like real cigarettes, which makes them difficult to distinguish from real cigarettes.]

e-cigarettes in a public place, including the workplace. This is because, even though e-cigarettes do not produce smoke, e-cigarettes release a vapour that could pose a health risk to other employees. In addition, some e-cigarettes are designed to look like real cigarettes, which makes them difficult to distinguish from real cigarettes.]

4.2 Employees wishing to use e-cigarettes must do so off-site at break times.]

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**OR**

[The Company allows the use of e-cigarettes in [the workplace] OR in certain designated areas where smoking is permitted, provided that they get the prior agreement from <<state where permitted>> e.g. their line manager>>].

e-cigarettes in [the workplace] OR in certain designated areas where smoking is permitted, provided that they get the prior agreement from <<state where permitted>> e.g. their line manager>>].

#### 5. Support for Smokers

The company recognises that some employees may face difficulties when wishing to give up smoking.

employees wishing to give up smoking

5.1 Reasonable requests for support will be treated on an individual basis. Employees will be encouraged to attend smoking cessation courses.

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5.2 <<State job title e.g. Line Manager>> is responsible for maintaining the policy and will provide support and advice on where to seek help.

responsible for maintaining the policy and will provide support and advice on where to seek help.

5.3 All requests for help will be treated in the strictest confidence. Information

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will be stored and  
Protection Policy.

e with the Company's Data

## 6. Non-compliance

Non-compliance with this sm  
disciplinary action, in accord  
Employees are also remind  
smoke-free areas, with a fix

oyee may result in appropriate  
on's disciplinary procedure.  
ence for employees to smoke in  
ecution and a fine of up to £200.

Customers [OR clients] who  
no-smoking signs and asked  
employees should explain th  
offence. If the customer [OR  
him/her to leave the Compa

reas should be reminded of the  
[OR client] continues to smoke,  
ent] is committing a criminal  
op smoking, staff should ask

**This policy has been approved &**

**Name:** <<Insert Name>>

**Position:** <<Insert Position>>

sources Manager>>

**Date:** <<Date>>

**Signature:**

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