

S

A

M

P

L

E



Introduction

<<Company>> are responsible employers and take health and safety very seriously. This is why we have set out this policy to help our employees and to help us comply with the law. Smoking does not only cause serious damage to the health of smokers, but research also shows that second hand smoke causes cancers, heart and respiratory diseases

...ions to our employees very seriously. This is why we have set out this policy to help our employees and to help us comply with the law. Smoking does not only cause serious damage to the health of smokers, but research also shows that second hand smoke causes

- Section 2(2)(e) of the Health and Safety Act 1974 places a duty on employers to provide a safe and healthy working environment.
- Section 2(2) of the Health and Safety Act 1974 places a duty on employers to provide a safe and healthy working environment in all public premises including workplaces and vehicles.

...act 1974 places a duty on employers to provide a safe and healthy working environment in all public premises including workplaces and vehicles.

Aims of the Policy

This policy aims to:

- Provide a safe and healthy working environment for all staff, sub-contractors, [clients], customers and visitors
- Comply with all of the relevant laws and regulations
- Raise awareness of the risks of smoking
- Guarantee the right of non-smokers to work in a smoke-free environment
- Support staff who wish to stop smoking

...for all staff, sub-contractors, [clients], customers and visitors; to comply with all of the relevant laws and regulations; to raise awareness of the risks of smoking; to guarantee the right of non-smokers to work in a smoke-free environment; and to support staff who wish to stop smoking.

Restrictions on Smoking

- [Smoking is not permitted at any time by any person on Company premises, entrances, or grounds at any time by any person in, or business with, the Company.]

...s premises, entrances, or grounds at any time by any person in, or business with, the Company.]

OR

[Smoking is not permitted in designated outside areas only in <<state where permitted areas are located>>. The Company provides designated areas for smokers to dispose of cigarette butts and other smoking materials.

...remises, except in certain designated outside areas only in <<state where permitted areas are located>>. The Company provides designated areas for smokers to dispose of cigarette butts and other smoking materials.

- All visitors, customers, sub-contractors, and suppliers must comply with the Company's smoking policy. Staff must be reminded and stressed that staff should not smoke in Company vehicles.
- Smoking is not permitted in Company vehicles hired for Company business.
- Homeworkers are not permitted to smoke if their work is carried out for the Company at their home for work purposes.
- No smoking signs must be displayed in all of its premises and vehicles.
- Smoking on Company premises or in Company vehicles constitutes an offence under the Health Act. If a member of staff breaches the Company's No Smoking Policy, disciplinary action will be taken in accordance with the Company's disciplinary policy. Additionally, it is a criminal offence for employees to smoke in Company vehicles and a fine of up to £200 may be imposed.

...are required to abide by the no smoking policy although it must be stressed that staff should not smoke in Company vehicles.

...or in any vehicles being used or hired for Company business.

...king during the course of work that they invite others into an area of work.

...any in all of its premises and vehicles.

...ehicles constitutes an offence under the Health Act. If a member of staff breaches the Company's No Smoking Policy, disciplinary action will be taken in accordance with the Company's disciplinary policy. Additionally, it is a criminal offence for employees to smoke in Company vehicles and a fine of up to £200 may be imposed.

S

Electronic cigarettes

The Company acknowledges that some employees may use electronic cigarettes ("e-cigarettes") in the workplace, particularly those referred to as personal vaporizers (PV) which are battery-powered products that release a visible vapour.

- [Although it is not a legal requirement, the Company prohibits the use of e-cigarettes in the workplace, though they do not produce a visible vapour, they can cause an annoyance or health concern. As they look like real cigarettes, they make the Company's smoking ban difficult to police.]
- Employees wishing to use e-cigarettes must do so off-site at break times.]

OR

[The Company allows e-cigarettes in designated areas outside the workplace where permitted smoking areas are located]>> [provided the use of e-cigarettes by individual e.g. their line manager is approved.]

take use of electronic cigarettes ("e-cigarettes") in the workplace, particularly those referred to as personal vaporizers (PV) which are battery-powered products that release a visible vapour. E-cigarettes (sometimes also referred to as personal vaporizers (PV)) are battery-powered products that release a visible vapour. E-cigarettes (sometimes also referred to as personal vaporizers (PV)) are battery-powered products that release a visible vapour. E-cigarettes (sometimes also referred to as personal vaporizers (PV)) are battery-powered products that release a visible vapour.

ettes in a public place, the Company prohibits the use of e-cigarettes in the workplace. This is because, even though they do not produce a visible vapour, they can cause an annoyance or health concern. As they look like real cigarettes, they make the Company's smoking ban difficult to police.

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

ettes in [the workplace] OR [in certain designated areas outside the workplace where permitted smoking areas are located]>> [provided the use of e-cigarettes by individual e.g. their line manager is approved.]

Support for Smokers

- Reasonable requests for help with smoking cessation groups will be treated sympathetically.
- <<individual>> is responsible for their own decision to give up smoking with the help of the Company.
- All requests for help with smoking cessation will be processed in accordance with the Company's Health and Safety Policy.
- Nothing in this policy should be taken to prevent an employee if their conduct falls within the scope of the Company's Disciplinary Procedures.

smoking cessation groups will be treated sympathetically.

<<individual>> is responsible for their own decision to give up smoking with the help of the Company.

All requests for help with smoking cessation will be processed in accordance with the Company's Health and Safety Policy.

Nothing in this policy should be taken to prevent an employee if their conduct falls within the scope of the Company's Disciplinary Procedures.

This policy has been approved & signed by:

Name: <<Insert Full Name>>

Position: <<Insert Position>>

Date: <<Date>>

Signature:

<<Insert Position>> <<Insert Name>> <<Insert Title>> <<Insert Signature>> <<Insert Date>>

A

M

P

L

E