

Non-Smoking Policy

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 of our workplaces (including our vehicles) are smoke-free in accordance with the Health Act 2006 and associated regulations. All our staff and visitors have a 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.

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.

This policy does not form part of any employee's contract of employment, and it may be amended at any time.

If you wish to suggest improvements to the policy or experience particular difficulty complying with it you should discuss the situation with your line manager.

Where is smoking banned?

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.

No-smoking signs are displayed at the entrances to our workplace.

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.

You are not entitled to take any smoking breaks during your working time.

Where is smoking permitted?

You may only smoke outside during lunch breaks. When smoking outside, you must dispose of cigarette butts and other litter appropriately.

If you do smoke, you must ensure you do not smell of smoke when meeting clients or on return to the offices.

Breaches of this policy

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.

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