**VEEVE Smoke Free Policy**

Purpose

This policy has been developed to protect all employees, workers, service users, customers and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of Veeve that all our workplaces and hostels are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplaces and hostels. This includes any company vehicle.

This policy applies to all employees, contractors, consultants, temporary workers, customers or members or visitors or volunteers.

Implementation

Overall responsibility for policy implementation and review rests with the Chief Executive Officer. However, all employees are obliged to adhere to and support the implementation of the policy.

Appropriate ‘no-smoking’ signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.

If any staff member has a concern relating to a potential breach of this Policy, it should be reported immediately to the Chief Executive Officer.

Non-compliance

Local disciplinary procedures will be followed if an employee does not comply with this Policy. Those who do not comply with the smoke-free law may also be liable to a fixed-penalty fine and possible criminal prosecution.

For those who need help to stop smoking

The NHS offers a range of free services to help smokers give up. Visit [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0169 for details. Alternatively, you can text ‘GIVE UP’ and your full postcode to 88088 to find your local NHS Stop Smoking Service.