



Smoke Free Policy

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Issue, Review and Amendment

This Policy shall be made available through the MTS intranet and its issue notified to relevant MTS employees through an internal memorandum or other appropriate form of communication.

An Appointed Person shall review this Policy annually to re-affirm its conformity to the current requirements of Corporate Policy or immediately if its contents are deemed to be no longer valid.

Where revisions are required they shall be made by replacement of the applicable page(s). An amended revision number and the date of revision shall identify each revised document; this shall be detailed within the document revision table below.

When changes affect a considerable number of pages, this document shall be re-issued/revised in its entirety, incorporating all previous revisions. A number shall identify issues and each issue shall cancel and replace all previous issues and revisions. Revisions shall be identified by a number and shall replace the previous revision.

Revisions shall be notified to relevant MTS employees through an internal memorandum or other appropriate form of communication.

Document Reviews		
Date	Revision	Reviewer
29/07/2011	<u>1</u>	Rachel Webster
<u>25/02/2013</u>	<u>2</u>	<u>Kevin Shiers</u>
<u>13/02/2019</u>	<u>3</u>	<u>Lindsey Laing</u>

Introduction

It is our policy that all our workplaces 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 workplace. This includes Company vehicles and other vehicles used on Company business as well as any "Road Going" Plant with an enclosed cab e.g. mini excavator.

Objectives

This policy has been developed to protect all employees, sub-contractors, 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.

Scope

This policy applies to all employees, sub-contractors, customers or visitors.

Policy Framework

Implementation

Overall responsibility for policy implementation rests with the Senior Manager responsible for the premises, however, all employees are obliged to adhere to, and support the implementation of the policy. The Site / Office Manager shall inform all existing employees, sub-contractors of the policy and their role in the implementation and monitoring of the policy. All new employees will be made aware of the policy in their induction.

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

Line Managers will be responsible for monitoring the time taken by staff for "smoking breaks" and, if considered excessive the staff concerned will be asked to curtail the time to a more reasonable level or work additional hours to cover the time taken off for breaks.

Electronic cigarettes

We acknowledge that some employees may wish to make use of electronic cigarettes ("e-cigarettes") in the workplace, particularly as an aid to giving up smoking. E-cigarettes are battery-powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user.

Although they fall outside the scope of smoke-free legislation, we prohibit the use of e-cigarettes in the workplace. Our rationale for a ban on e-cigarettes is that:

- although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees;
- some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police and creating an impression for visitors/customers/other employees that it is acceptable to smoke.
- The use of electronic cigarettes is currently subject to limited regulation and the health risks are unknown

Non-compliance

Any employee or sub-contractor not complying with this policy could face disciplinary procedures, and any visitors not complying with the policy will be asked to leave. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution. The Company may also be fined up to £2,500.

Helping to stop smoking

The Employee Assistance Programme (EAP) can be used for advice and support to stop smoking. Alternatively the NHS offers a range of free services to help smokers give up. Visit www.gosmokefree.nhs.uk or call the NHS smoking helpline on 0800 169 0169 for details of your local NHS Stop Smoking service.