



Staff Handbook

Schedule 23 - Smoking

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Review Panel

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Schedule 23

Smoking Policy

1. About this policy

- 1.1 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.
- 1.2 All of our workplaces (including our vehicles) are smoke-free in accordance with the Health Act 2006 and associated regulations. All staff and visitors have the right to a smoke-free environment.
- 1.3 This policy does not form part of any employee's contract of employment and it may be amended at any time.

2. Where is smoking banned?

- 2.1 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.

3. Where is smoking permitted?

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

4. Breaches of the policy

- 4.1 Breaches of this policy by any employee will result in HR taking action and may be dealt with under our Disciplinary Procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.
- 4.2 Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.