

Smoking & E-Cigarettes Policy



HR managers in any part of the country can adapt this Model Policy for use at their own workplace.

1. Purpose

Use this model policy to audit your current smoking policy.

2. Policy

3. Smoking is forbidden anywhere in corporate buildings, substantially enclosed workplaces and vehicles used as workplaces. This includes:

- Remote Offices
- Company vehicles
- Outside Buildings

2. This Smoking Policy also applies to the use of electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited.

3. Smoking shelters will not be provided but locally designated smoking areas should be identified. These should be a suitable distance away from buildings (minimum of 25 feet) to avoid smoke drifting through open doors or windows or people having to pass through a smoking area to access a building. Cigarette waste should be disposed of properly and considerately in a safe manner.

4. Smoke free premises and vehicles must display signage as required by the regulations.

5. Managers must take steps to ensure that this policy is complied with in areas under their control.

6. Any individual found to be in breach of the smoking policy may be subject to disciplinary action in line with the relevant disciplinary procedure.

7. It is recognized that it would not be appropriate to totally exclude cigarette breaks or to put a restrictive number in place. However, consultation has indicated concern from a number of areas regarding the amount of cigarette breaks taken during working hours. Smokers should be mindful of the impact of their breaks on both their work and colleagues. As such smokers should limit their cigarette breaks during working hours by smoking outside of normal working hours or within designated break times. It will be the responsibility of the line manager to monitor this at a local level and to bring any concerns to the attention of the individual.

8. Human Resources is able to offer advice and support for staff who wish to stop

smoking.