

# NO SMOKING POLICY

## Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke and to assist compliance with legislation that prohibits smoking in enclosed public spaces.

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

## Implementation

It is the Company's policy that our workplace is smoke-free and all employees have a right to work in a smoke-free environment. Management are responsible for the implementation and monitoring of this policy and all employees are obliged to adhere to and facilitate the implementation of this policy. This policy applies to Service User's Homes. Smoking is prohibited within a Service User's home environment. This includes the immediate area around the Service User's home. **Please note that for the purposes of this Policy, the use of electronic cigarettes is also prohibited.**

Smoking is prohibited throughout the entire workplace. This policy applies to all employees, workers and visitors. No Smoking signs have been put in place and are displayed throughout the premises. Employees must not under any circumstances tamper with or attempt to remove or conceal the signage.

## Designated Smoking Areas

Employees are only permitted to smoke in designated areas outside of the office and must extinguish all cigarettes in the appropriate manner. Failure to comply with these rules will result in disciplinary action.

## Company Vehicles

The policy applies to all Company vehicles.

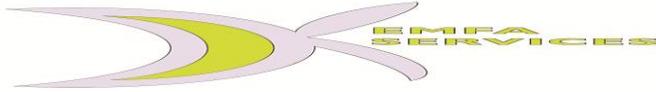
### Non - Compliance

A breach of the No Smoking Policy will be a serious disciplinary matter, which, depending on the circumstances of the case, may be regarded as gross misconduct.

Should an employee discover a visitor smoking within the premises, they should politely remind the visitor of the No Smoking Policy.

Should an employee discover another employee smoking on the premises or within a Company vehicle, he or she should remind the employee of the No Smoking Policy, and should report the breach of policy to Management.

## Help to Stop Smoking



There are various sources of support available for employees who wish to stop smoking. Employees may contact the Smokeline on 0800 848484. The local NHS Board's Public Health Department and many GP surgeries will also provide assistance.