Smoke-free policy

# Purpose

The aim of this policy is to protect all individuals associated with the organisation from the dangers of smoking and second-hand smoke. These individuals include - but are not limited to - all employees, contractors, consultants, temporary workers, customers, members, visitors or volunteers.

The policy has been created in line with the legal requirements outlined in the Health Act 2006.

# Policy

While the organisation recognises the right of all employees to engage with tobacco smoking in their own time, the dangers of second-hand smoke - which include cancer and heart disease - impact everyone. This cannot simply be negated by separating smokers and non-smokers, or by using ventilation.

It is for this reason that all workspaces must remain smoke-free. A workspace includes any space in which work for the organisation takes place, including the property of clients and customers, as well as the organisation’s vehicles.

# Implementation

This policy must be adhered to by all employees, and as such will be provided to all new members of staff as part of their induction. The policy will be supported by “No smoking” signage, which will be displayed at all entrances to workspaces and in the organisation’s vehicles.

If any employees or third parties have concerns about possible breaches of the policy, they should contact .

This individual is ultimately responsible for the implementation of the policy, and will inform all other individuals of their roles in implementing and monitoring the policy.

# Non-compliance

Breaches of this policy will lead to disciplinary action for employees. In addition, breaches of the policy that violate the legal requirements outlined in the Health Act 2006 could lead to fixed-penalty fines and potentially criminal prosecutions.

# NHS support

Employees who need help to stop smoking can access support through the NHS at:

* [www.nhs.uk/smokefree](http://www.nhs.uk/smokefree)
* National Smokefree Helpline: 0300 123 1044

Responsibility

is responsible for the implementation of this policy Signed

Date

Review Date (recommended 3 years)