

## Smoking Policy

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to ensure compliance with laws that ban smoking in public places (including workplaces). Laws banning smoking in public places (including workplaces) came into effect on 26<sup>th</sup> March 2006 in Scotland, 2<sup>nd</sup> April 2007 in Wales and 1<sup>st</sup> July 2007 in England.

This policy covers all types of smoking implements including, but not limited to cigarettes, cigars, pipes and E-cigarettes (vaping).

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 stop potentially dangerous exposure.

### Aim of policy

- It is the policy of the company that all of its enclosed workplaces are smoke-free, and all employees have a right to work in a smoke-free environment.
- Smoking is prohibited throughout the entire enclosed workplace with no exceptions. This includes company vehicles and applies to all employees, consultants, customers and visitors.

### Responsibility

All employees are responsible for policy implementation and are obliged to adhere to and to facilitate the policy at all times.

All our enclosed premises, coaches and company vehicles are deemed to be smoke-free for the purposes of the legislation. Therefore, no employee is permitted to smoke within any enclosed company workplace or on any coach, van or car operated by the company at any time irrespective of whether the vehicle is in use or carrying passengers at the time.

### UK Law – what is covers

- All vehicles which are used to transport members of the public must be smoke free at all times.
- All workplaces which comprise of an enclosed space must be smoke free at all times.
- It is a criminal offence to smoke in a smoke-free premises at any time.

### Potential outcome of breach of policy

In instances where there has been a breach the following may/will apply:

- The fixed penalty for smoking in a smoke-free premises is £50 (reduced to £30 if paid within 15 days) this is imposed on the individual not the company.

- A maximum fine of £200 can be imposed by a court if the individual is brought to trial.
- A fine of up to £2,500 can be levied on the company which fails to prevent smoking in smoke-free enclosed workplaces, vehicles or premises.
- Any breach of this policy will be fully investigated. If a situation arises where it is deemed an employee has contravened company and UK Legislation in connection with this policy, disciplinary action will be taken in line with the company's disciplinary policy, which could result in dismissal.
- The company will take appropriate action in order to protect their employees, consultants, customers and visitors.

The company reserves the right to review and amend this policy at any time.