**Smoking Policy**

**Introduction**

We recognise that the health, safety and welfare of our employees, sub-contractors, and anyone associated with our company is of prime importance. We have therefore developed this dedicated smoking policy which conforms to the requirements of the smoke-free legislation.

**Application**

This policy is mandatory and applicable to all of you and sub-contractors who undertake activities on behalf of the organisation and any visitors to/customers on]our premises.

**Prohibition on smoking**

Smoking is strictly prohibited on all parts of our premises, including at entrances or anywhere on the grounds. This includes using electronic cigarettes ("e-cigarettes") and vaporisers.

[OR]

Smoking is prohibited on our premises except in specifically designated outside areas. You may smoke only in [explain where permitted areas are located/the outdoor smoking shelter at [location]]. Receptacles are provided for smokers to dispose of cigarette butts and other smoking waste outside places where smoking is allowed.

Smokers are restricted to taking one short smoking break in the morning and one in the afternoon, with a maximum of 10 minutes per break. You should inform your manager if you wish to take a smoking break and ensure sufficient cover before taking a break.]

**Vehicles**

Smoking is not permitted in company vehicles.

[OR]

Smoking is prohibited in company vehicles unless used exclusively by one person. This is the case even when the car is used by more than one person only occasionally, or the persons use the vehicle at different times.]

If the vehicle is being used for private purposes, it is a criminal offence to smoke in the presence of any passenger under 18. For the purposes of the legislation, driving includes sitting in a stationary car with the engine running.

**Homeworkers**

Homeworkers are only required to refrain from smoking during the work carried out for the organisation in their home if they invite others into an area of their home for work purposes.

**Electronic cigarettes**

We acknowledge that you may wish to use electronic cigarettes ("e-cigarettes") in the workplace, mainly to give up smoking. E-cigarettes are battery-powered products that release a visible vapour that contains liquid nicotine that the user inhales.

[Although they fall outside the scope of smoke-free legislation, we prohibit using e-cigarettes in the workplace. Our rationale for a ban on e-cigarettes is that:

* although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees;
* some e-cigarette models can look like real cigarettes, particularly from a distance, making a smoking ban difficult to police and creating an impression for [visitors/customers/other employees] that it is acceptable to smoke.]

[OR

As they fall outside the scope of smoke-free legislation, we allow you to use e-cigarettes in [the workplace/certain designated areas] [, provided that they get the prior agreement from [name of individual/their line manager] ].]

**Signage**

No-smoking signs will be displayed in all company vehicles.

**Assistance for you to give up smoking**

We recognise the difficulty you may face if you wish to quit smoking. Our occupational health services can offer [guidance/information] and [support/counselling] to help smokers to give up. Details are available from [name]. Assistance is also available from [the NHS Smoking Helpline/other NHS services/doctors/local support groups].

**Non-compliance**

Any infringement of these rules by you results in appropriate disciplinary action, which will be dealt with in accordance with our disciplinary procedure. You are also reminded that it is a criminal offence to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200