

SMOKING POLICY

1. Introduction

Precision Brickwork Services Limited is a responsible employer that takes our obligations to our employees very seriously. We recognise the importance of the health, safety and welfare of our employees and so have developed this dedicated smoking policy in order to help us comply with our legal duties. Smoking causes serious damage to the health of smokers and research has also shown that secondhand smoke causes cancers, heart and respiratory diseases in non-smokers as well.

2. Aims of the Policy

This policy aims to:

- 2.1 Provide a safe and healthy working environment for all staff, customers and visitors;
- 2.2 Comply with all of the requirements imposed by law;
- 2.3 Raise awareness of the dangers associated with tobacco smoke;
- 2.4 Guarantee the right of non smokers to breathe air free of smoke; and
- 2.5 Support staff who wish to give up smoking.

3. Restrictions on Smoking

- 3.1 Smoking is not permitted in the Company's premises except in certain designated outside areas. Smokers must dispose of cigarette butts and other smoking waste in the bins provided by the Company.
- 3.2 All visitors, customers, contractors and deliverers are required to abide by the Company's smoking policy. Staff must inform all of the above of the policy although it must be stressed that staff should not put themselves at any risk in furtherance of this policy.
- 3.3 Smoking is not permitted in any company vehicle unless the vehicle is used exclusively by one person.
- 3.4 Homeworkers are not required to refrain from smoking during the course of work that is carried out for the Company in their home, unless they invite others into an area of their home for work purposes.
- 3.5 No smoking signs must be displayed by the Company in all of its premises and vehicles (unless the vehicle(s) are used exclusively by one person).
- 3.6 Smoking on Company premises or in Company vehicles constitutes an offence under the Health Act. If a member of staff does not comply with the Company's Smoking Policy, disciplinary action will be taken in accordance with the Company's disciplinary policy.

4. **Electronic cigarettes**

The Company acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes") in the workplace, particularly as an aid to giving up smoking. E-cigarettes (sometimes also referred to as personal vaporizers (PV) or electronic nicotine delivery systems (ENDS)) are battery-powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user.

The Company allows employees to use e-cigarettes in the workplace if they do not create a nuisance or offence to any other employee or visitor, if this is the cause then the use of e-cigarette use will be restricted to outside the office premises.

5. **Support for Smokers**

The company recognises the difficulty that employees wishing to give up smoking may face.

- 5.1 Reasonable requests from staff for time to attend smoking cessation groups will be treated sympathetically.
- 5.2 The Office Manager is responsible for maintaining the policy and will provide staff who wish to give up smoking with details of where to seek help.
- 5.3 All requests for help will be treated in the strictest confidence. Information will be stored and processed in accordance with the Company's Data Protection Policy.

6. **Non-compliance**

Non-compliance with this smoking policy by an employee may result in appropriate disciplinary action, in accordance with the organisation's disciplinary procedure. Employees are also reminded that it is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Customers who smoke in smoke-free areas should be reminded of the no-smoking signs and asked to stop. If a customer continues to smoke, employees should explain that the customer is committing a criminal offence. If the customer still refuses to stop smoking, staff should ask him/her to leave the Company's premises.

For and on behalf of Precision Brickwork Services Limited,



Mr S Blackburn

Managing Director

1st December 2019