

POLICY NAME	Smoke Free and E-Cigarettes Workplace Policy
PURPOSE	To protect all employees, customers and visitors from exposure to second hand smoke in compliance with the Health Act 2006.
APPLIES TO	All Staff, contractors, consultants, customers and visitors
DATE IMPLEMENTED	January 2015

1 Introduction

- 1.1 In addition to legal compliance, Arctics Ltd (trading as Igloo and referred to as the 'Company') recognises that every individual should have the right to breathe in air free from tobacco smoke. This Policy aims to guarantee a healthy working environment for all employees, and protect their current and future health.
- 1.2 For the avoidance of doubt these rules and procedures should be followed at all times at your individual location of work. In the event that you are placed at a clients' premises you should adhere to their own policies and procedures where they differ to the rules and procedures set out by Igloo.

2 Principles of the Policy

- 2.1 Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles, customer/client vehicles, and also any private vehicle if it is used to carry colleagues, consultants, customers or visitors whilst you carry out your duties as an employee.
- 2.2 This policy applies to all employees, consultants, contractors, customers and visitors.
- 2.3 Individual employees have a responsibility for their own health and well being and for helping to promote a smoke free organisation.
- 2.4 Smokers should smoke away from the front of the building and be out of sight to visitors. Smoking is only permitted during designated break times e.g. lunch time.
- 2.5 Employees must ensure that the designated smoking areas remain clean and tidy at all times and that all waste is placed in the approved receptacles provided.
- 2.6 Violation of this Policy will be considered to be a major breach of Health & Safety regulations, and will be classed as gross misconduct in line with the Company Disciplinary Policy.

3 Non-Compliance

- 3.1 Enforcement officers appointed by the local Metropolitan Borough Council have the power to fine or even prosecute offenders for smoking in smoke-free premises'.

- 3.2 Disciplinary procedures will be followed if a member of staff does not comply with this policy. If you are found to be smoking, or to have been smoking inside the building or in a Company vehicle, you will be subject to disciplinary procedures, which can include summary dismissal.

4 Help to Stop Smoking

- 4.1 The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

5 E-Cigarettes

- 5.1 The Company recognises that every individual should have the right to an alternative to smoking and many individuals are selecting to smoke E-Cigarette's (this practice is known as vaping).
- 5.2 The use of E-cigarettes is not permitted within the workplace, during work time.
- 5.3 This policy applies to all employees, consultants, contractors, customers and visitors.
- 5.4 For those who wish to use E-cigarettes, this should be done during designated breaks, outside of the building. The designated smoking areas should **not** be used for those using E-cigarettes. Those using E-cigarettes must ensure that they are used in an appropriate location which is out of the sight of potential visitors/customers.
- 5.5 E-cigarettes should not be used at any time in any Company or customer vehicle.
- 5.6 For employees visiting a customer's premises they must ensure that they comply with rules regarding vaping and must act responsibly at all times.
- 5.7 Disciplinary procedures will be followed if a member of staff does not comply with this Policy. If you are found to be using an E-cigarette inside the building or in a Company vehicle, you may be subject to disciplinary procedures, which can include summary dismissal.