



Smoking & E-Cigarette Company Policy 2023-24

Introduction

Section 2(2) of the Health & Safety at Work Act 1974 places a duty on employers to: *“...provide and maintain a safe working environment which is, so far as is reasonably practical, safe and without risks to health and adequate as regards facilities and arrangements for their welfare at work”*

‘Exposure to secondhand 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 completely stop potentially dangerous exposure’.

‘At the present time, there are no known effects with the use of E-Cigarettes. As a proactive measure, and to minimise any future issues. Sunter Limited has taken the decision to implement the same ban on e-cigarettes as with smoking’.

Purpose

This policy has been developed to protect all employees, sub-contractors, customers, visitors and members of the public from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Further detail on the Health Act 2006 and the regulations associated with this Act is available on www.smokefreeengland.co.uk

Policy

It is the policy of Sunter Ltd that all our workplaces are smoke and E-Cigarette-free and all employees have a right to work in a smoke/vapour free environment.

Smoking and the use of E-Cigarettes (Vaping) are prohibited throughout the entire workplace with no exceptions.

This includes:

- Company Vehicles
- Head Office & Yard Areas
- Site Offices
- Customers homes and,
- Any other place classed as a place of work.

This policy applies to all employees, sub-contractors and any person(s) visiting any workplace or traveling in any Company Vehicle.

Vehicles

Smoking/E-cigarettes are not permitted in vehicles (cab areas or payload areas) belonging to or leased by the employer. Smoking/vaping is also not permitted within staff private vehicles if used to carry members of staff or members of the public whilst carrying out the duties of an employee.

Head Office & Yard Areas

Smoking at Head Office is banned; the designated smoking/vaping area is outside the Pedestrian Gate only. No smoking/vaping is allowed outside either of the two vehicular gates or the gates to the Store Yard as these are used as access/egress routes by vehicles.

Non-Compliance

Company disciplinary procedures will be followed if a member of staff does not comply with the policy. Smoking within banned areas is classed as Gross Misconduct and disciplinary action that the Company may take will be in accordance with this.



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Penalties Imposed

Those who do not comply with the smoking laws (implemented July 2007) are liable to a fixed penalty and criminal prosecution. Any fines or penalty imposed by law are the sole responsibility of the individual and not Sunter Limited.

Implementation

Staff whether employed or voluntary, are personally responsible for complying with this Policy.

- Responsibility for implementing this Policy rests with Senior Management.
- Day-to-Day responsibilities rests with Site Managers.

All staff are obliged to adhere to and facilitate the implementation of the policy.

Senior Management shall inform (via a copy of this policy) all existing employees, sub-contractors, customers, visitors of the policy. New personnel will be given a copy of the policy upon induction.

Appropriate “No Smoking” signs will be clearly displayed at the entrances to and within the premises as well as in all company vehicles

Help in Stopping Smoking

The NHS Smoking Helpline is 0800 169 0 169. This helpline can offer advice and support on stopping smoking. Further information is available at www.givingupsmoking.co.uk

Policy Date: October 2023

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Review Date: October 2024

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