

SMITH'S (GLOUCESTER) LIMITED

The "Employer"

SMOKING IN THE WORKPLACE POLICY

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke and to comply with legislation that prohibits smoking in enclosed public spaces.

Smoking in enclosed public places is unlawful in England, Wales and Scotland.

Implementation

The Company's workplace is smoke-free. Management is responsible for the implementation and monitoring of this policy and all employees are obliged to adhere to the policy.

Smoking is prohibited throughout the entire workplace except designated outside areas. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars, herbal cigarettes, e- cigarettes, personal vapourisers or electronic nicotine delivery systems.

This policy applies to all employees, workers and visitors. No smoking signs have been put in place and are displayed throughout the premises. Employees must not under any circumstances remove or conceal the signage.

Company Vehicles

Company vehicles may be shared by more than one employee. Vehicles are therefore deemed a workplace and this policy applies to all vehicles and plant machinery.

Non – Compliance

A breach of the No Smoking Policy will be a serious disciplinary matter, which may be regarded as gross misconduct leading to summary dismissal.

Should an employee discover a visitor smoking within the premises, they should politely remind the visitor of the No Smoking Policy.

Should an employee discover another employee smoking on the premises or within a Company vehicle, he or she should remind the employee of the No Smoking policy, and should report the breach of policy to management.

Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

Signature:



Position: Managing Director

Dated: 4th January 2022