



**Employment Law Training Ltd**

[www.eltraining.co.uk](http://www.eltraining.co.uk)

## **DRAFT SMOKING POLICY**

[The organisation] recognises that the provision of a working environment in which employees are relaxed and content, and where they feel comfortable, is conducive to good productivity and higher morale.

The Company does not allow its employees or visitors to smoke in any part of its premises including around entrances and exits from the buildings.

The Company's objective is to establish a healthy working environment for all employees and visitors. With this objective in mind, the Company's smoking policy is amended in line with government guidelines and the change in law from 2007.

The company has taken the view that to safeguard employee's health, smoking during the working day should be reduced to a minimum and smokers are expected to show restraint in the time they spend smoking. The eventual aim is that the company will move to a complete ban on smoking during contracted working hours .

In the interim the following is proposed and will apply from .....(date).....

All employees are only permitted to take two ..... minute breaks per day - this is in addition to their lunch break. Cigarette breaks may only be taken between 10 & 11 in the morning and between 3 & 4 in the afternoon. Staff should arrange with their Supervisor and others in the department to stagger their breaks therefore leaving the building with enough staff to manage.

Employees may continue to smoke outside the office building before and after their contracted start and finish times and during their lunch breaks. Please do not congregate around entrance doors and dispose of cigarettes in the bins provided..

Smoking is not permitted in shared offices;

Smoking is only permitted in external areas designated by the Company as smoking areas.

This timescale should give all employees enough time to seek alternative help in either cutting down or giving up smoking. Since [the organisation] appreciates that this may cause difficulties to some employees and prospective employees, counselling, medical and advisory services have been set up and are available free to those wishing to utilise them.

For further help the following website gives details of local NHS stop smoking clinics: <http://www.givingupsmoking.co.uk> . Most Doctors surgeries and some pharmacies are also offering Stop-smoking clinics and it may be worth exploring this further with your local surgery.

## **GENERAL**

An ashtray is provided outside for the use of smokers to safely extinguish cigarettes. Matches and cigarette ends must be safely disposed of not where they may cause a fire or litter. Matches and cigarette ends must not be thrown onto the ground in the car park or around entrances to the buildings. Breaches of the smoking rules will be dealt with through the disciplinary procedure.

## **SMOKING IN COMPANY VEHICLES**

Smoking is unlawful and strictly forbidden in all Company vehicles. Anyone found or reported to be smoking in company owned vehicles may be subject to disciplinary action.

This is because:

- Company vehicles are viewed as a workplace under the legislation and as such the same rules apply.
- Smoking reduces the general cleanliness of the vehicle.
- Smoking makes subsequent use of the vehicle unpleasant for anyone else.
- Smoking reduces the resale value of the vehicle.

**Employment Law Training Ltd**

[www.eltraining.co.uk](http://www.eltraining.co.uk)

