

POLICIES AND PROCEDURES

Smoking, E-Cigarettes and Vapour Cigarettes Policy

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Cross Reference	Aspired Futures Staff Handbook, Disciplinary Procedure

Purpose of this document

Aspired Futures (AF) has a duty to ensure, as far as is practicable, the health, safety and welfare of its employees. Smoking is a serious hazard where it takes place near flammable materials, liquids and gases and under no circumstances must any employee endanger their own health and that of others by smoking in areas where there is a fire hazard.

Further smoking is harmful to people's health, whether as a smoker or inhaling smoke passively. We therefore wish to ensure an environment which is free of harmful smoke and this is supported by current legislation which prohibits smoking in workplaces or AF vehicles.

E-cigarettes and vapour cigarettes cannot be used on any of our premises, and we will follow the same policies and procedures as traditional smoking.

Details of Policy

You are required to follow this policy to safeguard the welfare of the workforce as a whole. Please note that employees have the right to complain if this policy is not followed by others. Breach of this policy is a disciplinary offence, which will be dealt with in accordance with the Disciplinary procedure.

- All employees are prohibited from smoking inside any part of the AF building and anywhere outside on the premises. You may smoke in our designated smoking areas outside both front gates, exiting our premises on the pavement, disposing of any litter appropriately.
- All employees are prohibited to smoke in the AF vehicle or your own private vehicle if it is being used for work purposes.
- AF promotes healthy lifestyle with all employees this includes promoting non-smoking .We can provide relevant guidance and support to quit smoking if an employee expresses an interest in stop smoking.