

POLICIES AND PROCEDURES

Smoking, E-Cigarettes and Vapour Cigarettes Policy

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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.

Where can I smoke?

- Smoking will only be permitted in designated smoking areas and you will be responsible for disposing of any litter appropriately.

When can I smoke?

- You may smoke in designated smoking areas during your recognised daily rest periods only i.e. morning or afternoon breaks, lunch time. Additional smoke breaks are not permitted. Your contract of employment will set out what entitlement you must rest periods/lunch breaks.

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E-Cigarettes

- AF appreciates that some employees may wish to make use of electronic cigarettes, particularly as an aid to give up or reduce smoking.
- AF's smoking policy applies equally to the use of e-cigarettes. Therefore, employees who smoke e-cigarettes are prohibited from doing so:
 - Inside any part of AF buildings (including substantially enclosed areas);
 - In the AF vehicle; and/or
 - In your own private vehicle if it is being used for work purposes.
 - In addition, the provisions above in respect of when and where you are able to smoke applies equally to when and where you are able to make use of e-cigarettes. Due to potential health and safety implications, employees are not permitted to charge e-cigarettes at work or in vehicles.