

Smoking Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

First Issued	January 2025
Last review	January 2025

1 Introduction

- 1.1 We recognise that the health, safety and welfare of employees, sub-contractors and anyone else directly affected by our operations are of prime importance. We have therefore developed this dedicated smoking policy which conforms to the requirements of the smoke-free legislation.
- 1.2 The policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

2 Scope

- 2.1 This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns and apprentices.

3 Prohibition on smoking

- 3.1 Smoking is strictly prohibited on all parts of our premises, including at entrances or anywhere on our grounds. This includes the use of electronic cigarettes ('e-cigarettes') and vapourisers ('vapes').

4 Vehicles

- 4.1 Smoking is not permitted in company vehicles.
- 4.2 If the vehicle is being used for private purposes, it is a criminal offence to smoke in the presence of any passenger under the age of 18.
- 4.3 For the purposes of the legislation, driving includes sitting in a stationary car with the engine running.

5 Homeworkers

- 5.1 Homeworkers are not required to refrain from smoking during the course of work that is carried out for us in their home, unless they invite others into an area of their home for work purposes.

6 Electronic cigarettes

- 6.1 We acknowledge that some may wish to make use of electronic cigarettes ('e-cigarettes') in the workplace, particularly as an aid to giving up smoking.
- 6.2 E-cigarettes are battery-powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user.
- 6.3 Although they fall outside the scope of smoke-free legislation, we prohibit the use of e-cigarettes in the workplace. Our rationale for a ban on e-cigarettes is that although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to others.

7 Signage

- 7.1 No-smoking signs will be displayed in all company vehicles.

8 Assistance to give up smoking

- 8.1 We recognise the difficulty that individuals who wish to give up smoking may face. Contact your Line Manager who will provide you with appropriate guidance and information.

9 Non-compliance

- 9.1 Any infringement of these rules may result in appropriate disciplinary action, which will be dealt with in accordance with our disciplinary procedure, if it applies to you.
- 9.2 Staff are also reminded that it is a criminal offence to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

10 Review

- 10.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

11 Definitions

- 11.1 The Foundry ("we", "us", "our")
- 11.2 The Employee ("you")

Document control box

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