



## Smoke-free policy

### Purpose

This policy has been written in conjunction with the legal requirements contained in the Health Act 2006 and aims to protect all Company individuals from exposure to secondhand smoke.

This policy applies to all employees, contractors, consultants, temporary workers, customers, visitors or volunteers.

### Policy

Secondhand smoke exposure increases the risk of serious illnesses such as cancer and heart disease.

The Company mandates that all workplaces are smoke-free, including Company cars and all enclosed workspaces. Dangerous exposure is not prevented by the separation of smokers and non-smokers or by the deployment of ventilation or air conditioning.

### Implementation

All staff are obliged to adhere to and support the implementation of the policy.

At all entrances to the building, within the building and in all Company vehicles, appropriate signage indicating “no smoking” will be displayed.

Employees or third parties with concerns about possible breaches should contact HR.

### Non-compliance

Breaches of the legislation attract fixed-penalty fines and possible criminal prosecutions.

In the workplace, employees may also face disciplinary action for breaching this policy.

### NHS support

Employees who need help to stop smoking can access support through the NHS at:

- [www.nhs.uk/smokefree](http://www.nhs.uk/smokefree)
- National Smokefree Helpline: 0300 123 1044

*This policy is noncontractual*

*HR34- March 2025*