

Policy statement

The aim of this policy is to ensure the right of non-smokers to breathe smoke-free air at work. This policy outlines the rights and responsibilities of all staff and visitors.

Joe Roocroft & Sons Ltd is committed to providing a smoke-free environment for all staff and visitors. As part of this commitment staff will be offered advice and guidance.

Smoke-free Policy

All Joe Roocroft & Sons Ltd owned and leased vehicles will be smoke-free at all times, including the use of vaporisers and nicotine containing products (NCP's), which replicate smoking behaviour.

Employees are not permitted to smoke or use vaporisers and NCP's which replicate smoking behaviour in their own private vehicles when carrying passengers on work related journeys.

Smoking and the use of vaporisers and NCPs such as electronic cigarettes, is not permitted in any part of the grounds at any time, by any person regardless of their status or business with the premises/company. This includes entrances, car parks, gardens, or any part of the premises owner or leased by Joe Roocroft & Sons Ltd.

This policy forms part of the Joe Roocroft & Sons Ltd health and safety policy, and any breaches will be dealt with under the normal disciplinary procedure.

Responsibilities

Line-managers and supervisors

Managers are responsible for informing and educating their staff about the smoke-free policy requirements, as they would with any health and safety issues. Any concerns employees may have regarding smoking at work should be reported immediately to their line manager, so that affirmative action may be taken, if necessary.

Staff

All members of staff have the responsibility to comply with the smoke-free policy. Employees who want to smoke during official breaks can do so outside of Joe Roocroft & Sons Ltd owned or leased premises and vehicles. Employees are encouraged to remind anyone (colleagues and visitors) who is failing to comply with the smoke-free policy about the conditions of the policy. From **[date policy to be adopted]**, any member of staff who fails to comply with the smoke-free policy may be subject to disciplinary action. An initial breach of this policy will be dealt with in an informal policy capacity. However, any member of staff who persistently fails to comply with the policy will be subject to disciplinary policy and procedure.

All staff wishing to quit smoking are encouraged to be aware of local quit smoking services. For further information visit: www.want2stop.info

Human Resources

All new staff will be informed of the smoke-free policy, which is linked to current disciplinary policy and provided with information on local cessation services.

Support for staff who smoke

It is recognised that some smokers will need to adjust and some may welcome support to quit smoking. A list of local cessation services which offers free nicotine replacement therapy (NRT) and behavioural support will be made available to staff.

Implementation

There will be a three month implementation period in the lead up to the launch of the policy.

Review

As with other policies, the smoke-free policy will be reviewed on an annual basis and will be amended, as appropriate.

David Roocroft – Joint Managing Director

Reviewed 01 May 2018