

ID	HS-MS-57	Person Responsible	W Dee	Date Last Updated	01/07/2021	Revision	2	Status	Released
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## Smoking Policy

### Background and Purpose

The Health Act 2006 prohibits smoking tobacco or anything which contains tobacco, or smoking any other substance, and includes being in possession of lit tobacco or of anything lit which contains tobacco, or being in possession of any other lit substance in a form in which it could be smoked in all public premises including workplaces and vehicles.

The purpose of this policy is to provide clear guidance as to how this legislation applies to all staff and visitors to PMC. It also outlines the assistance which will be given to employees who wish to stop smoking.

The Health Act definition of smoking does not include e-cigarettes. However, all restrictions on smoking in this policy will apply equally to the use of e-cigarettes.

### Scope

All established and temporary employees, contractors, consultants and visitors.

### Policy Statement

PMC seeks to promote a safe and healthy working environment for all staff and visitors. Prohibiting both smoking and the use of e-cigarettes within the company offices, it also aims to restrict potential nuisance and distraction and to contribute to the maintenance of a professional environment.

### Procedure

Smoking or being in possession of lit cigarettes, cigars or pipes, or using e-cigarettes, is not permitted in any premises occupied or utilised by PMC, or in company vehicles. Staff and visitors are only permitted to smoke at the designated area to the rear of the building which is identified with signage.

Smoking in work offices or in vehicles will be an offence under the Health Act 2006.

In the unlikely event that this policy is not complied with, disciplinary action may be taken.

### Guidance for Employees and Managers

Staff who wish to smoke or use e-cigarettes during the working day may be permitted reasonable breaks, in agreement with their line manager, provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties. Work time lost to breaks unrelated to work activity should be made up as necessary; this applies equally to smokers (including users of e-cigarettes) and non-smokers.

### Assistance to Give up Smoking

There are a number of sources of information and advice on giving up smoking. One of the best sites is the NHS's, Go Smoke Free.

### Signed:

A handwritten signature in black ink, appearing to read 'Glenn Collins', is written over a light blue horizontal line.

**Glenn Collins**  
**(Managing Director)**  
**Director responsible for Health and Safety**

**Dated: 01<sup>st</sup> July 2021**