

## PURPOSE

This policy is to protect all employees, service users, customers and visitors from exposure to second hand smoke and to assist compliance with current legislation.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

## POLICY

It is the policy of **ACWA SERVICES LTD** that all our workplaces including construction sites are smoke-free and all employees have a right to work in a smoke-free environment. This policy came into effect on Sunday 1<sup>st</sup> July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

## E-CIGARETTES

E-cigarettes are unregulated nicotine products for which there is insufficient evidence of safety. To avoid ambiguity, the use of e-cigarettes is not permitted in the workplace or in company vehicles.

## IMPLEMENTATION

Overall responsibility for policy implementation and review rests with Simon Langley, Managing Director. However, all staff members are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

## DESIGNATED SMOKING AREAS & BREAKS

Smokers must use the designated areas as identified by signage at the office, other venues or construction sites. Time is to be limited on smoking breaks to minimise business disruption and in the spirit of fairness to non-smokers.

## NON-COMPLIANCE

Disciplinary procedures will follow if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit [www.nhs.uk/smokefree/help-and-advice/support](http://www.nhs.uk/smokefree/help-and-advice/support) or call the free Smoke-free National Helpline on 0300 123 1044 to speak to a trained, expert advisor.

Simon Langley  
Managing Director

