# Directions for use of this template- PLEASE READ

1. This smokefree policy aims to provide guidance to most businesses, but it’s important to review and amend to suit the needs of your organisation
2. At the top of Microsoft Word toolbar select ‘Replace’. Enter **(\*\*Insert Org Name\*\*)** under ‘Find What:’ and write your organisation’s name in the ‘Replace with’ section. Click ‘Next’ to automatically replace the filler with your organisation’s name throughout the policy.
3. Any exceptional situations that may not apply to all organisations have been highlighted in ‘red’ to omit or tweak to suit your organisation’s needs.
4. Section 2.3 and 2.4 – Responsibilities of Managers: It is considered best practise to provide paid time off work to smokers to attend credible stop smoking support appointments. Please review and decide as an organisation if you can feasibly support this policy item.

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# 1.0 - Purpose of the policy

1.1 - This policy encompasses the range of responsibilities that **(\*\*Insert Org Name\*\*)** has as an employer in promoting healthy lifestyles.

1.2 - All of **(\*\*Insert Org Name\*\*)** workplaces (including its vehicles) are smoke-free in accordance

with the Health Act 2006 and associated regulations. All staff and visitors have the right to a

smoke-free environment.

1.3 - This policy covers all employees, officers, consultants, contractors, volunteers, interns,

casual workers, agency workers and visitors. Anyone visiting the **(\*\*Insert Org Name\*\*)** premises or using **(\*\*Insert Org Name\*\*)** vehicles must comply with the smoking restrictions set out in this policy.

1.4 - This policy is concerned with when and where employees smoke, and the effect this has

on visitors and colleagues.

1.5 - Objectives:

• To underpin **(\*\*Insert Org Name\*\*)** ’s role in reducing local smoking prevalence and promoting a smokefree culture.

• To protect staff from the harms associated with tobacco use

• To protect customers, visitors and contractors from the harms associated with tobacco

use

• To set an example to local people, employers and workforces

• To protect the reputation of **(\*\*Insert Org Name\*\*)**

• To ensure all staff are aware of their responsibilities in relation to the rules set out in

this policy

• To ensure that people who smoke have access to support to manage

workplace restrictions, or to stop smoking

• To support customers and visitors in complying with the policy

# 2.0 - Responsibilities of managers

2.1 - Managers are responsible for implementing this policy in accordance with the Public Health

White Paper, Choosing Health, Health Act 2006 and the Health and Safety at Work Act 1974.

2.2 - Line managers are expected to ensure that staff, customers, and visitors are aware of the

Smokefree Policy.

2.3 - Line managers should ensure that staff who smoke are aware of their relevant local Stop Smoking Service, **(\*\*Insert Org Name\*\*)** ‘s supportive approach to staff who wish to stop smoking, and their staff’s entitlement to attend in work time where operationally feasible.

2.4 - Line managers should allow staff reasonable paid time off to attend approved, evidence-based

stop smoking interventions if requested, subject of course to the needs of the service.

2.5 - On no occasion should line managers take a confrontational approach to matters relating to staff smoking. Staff who experience difficulties in the application of the policy should be offered support and encouragement. Disciplinary action should only be implemented should all other methods fail.

2.6 - Line managers should reassure employees who smoke that:

• They are not required to stop smoking if they do not wish to do so but that smoking can only take place within designated areas on the premises / away from the premises

• If they do not wish to stop smoking, they may like to use over the counter, or prescription nicotine replacement products while at work to help them manage their workplace responsibilities and comply with the requirements of the policy.

• They may smoke during unpaid breaks in the working day in designated smoking areas.

• Uniformed staff may smoke in unpaid time provided they remove or cover identifiable uniform items.

2.7 - In addition to applying the policy to restrict smoking on **(\*\*Insert Org Name\*\*)** premises, Line managers will ensure that processes are in place to protect staff who work in other settings.

This includes:

• (OPTIONAL): Measures to ensure that staff conducting home-visits are able to do so in a smokefree environment. The sentence “please don’t smoke in your house during our visit, or 20 minutes before we are due to arrive. Our staff have the right to postpone your appointment if they have reason to believe this request has not been followed” or similar request should be automatically included on all appointment letters.

• Staff conducting home visits have the right to postpone the visit, or if possible, arrange an

alternative meeting place if this has not been fulfilled.

• Staff should not be seen smoking in uniform or next to work vehicles when working out in the community.

# 3.0 – (OPTIONAL) Responsibilities of Human Resources

3.1 - Job advertisements will include reference to the Smokefree Policy.

3.2 - Human Resources will be responsible for initiating reviews of this policy as appropriate.

3.3 - Ensure that staff induction includes reference to smokefree policy and local Stop Smoking Service support.

3.4 - Ensure that contracts of employment refer to the conditions of this Policy.

# 4.0 - Where smoking is banned

4.1 - Smoking is not permitted in any enclosed or substantially enclosed premises within **(\*\*Insert Org Name\*\*)**. The ban applies to anything that can be smoked and includes, but is not

limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and

hookah pipes), cigars and herbal cigarettes.

4.2 - No smoking signs are displayed within the premises.

4.3 – (OPTIONAL): Anyone using **(\*\*Insert Org Name\*\*)** vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free. Any **(\*\*Insert Org Name\*\*)** vehicles that are used primarily for private purposes are excluded from the smoking ban.

# 5.0 - Responsibilities of staff who smoke

5.1 - Staff may smoke in unpaid break times during their working day. Staff are not permitted

to smoke during paid work time.

5.2 - Smoking on premises is only allowed outside in designated smoking areas.

5.3 – (OPTIONAL): Uniformed staff are considered to be representing **(\*\*Insert Org Name\*\*)** at all times when their uniform is visible to members of the public, and, in line with **(\*\*Insert Org Name\*\*)** ’s role in setting a positive health example, should not be seen smoking in uniform, either in paid or unpaid time.

5.4 - These rules also apply during circumstances such as evacuation of the building during a

fire alarm.

5.5 - Tobacco related litter must be disposed of appropriately at all times. Employees who smoke

may wish to carry personal ashtrays.

# 6.0 - Visitors and contractors

6.1 - All visitors and contractors should be made aware of **(\*\*Insert Org Name\*\*) ’s** Smokefree

Policy and must adhere to it during their time on **(\*\*Insert Org Name\*\*)** **‘s** premises.

7.2 - Contracts with **(\*\*Insert Org Name\*\*)** will stipulate adherence to this Policy as a contractual

condition.

# 7.0 - Support for people who smoke

7.1 - **(\*\*Insert Org Name\*\*)** recognises its duty towards employees who smoke and reducing

smoking prevalence within the population.

7.2 – Kent Smokefree Service: One You Kent Stop Smoking Service offers free support by trained advisors and access to treatments, such as nicotine replacement therapies (including patches, gum and the inhalator) and non-nicotine medications such as Champix, for people who live or work in Kent who wish to stop smoking.

Support is available in several different forms, including virtual or telephone 1:1 appointments, in-person (subject to COVID-19 and government guidance) or group support. The service is available in a wide range of locations across Kent.

7.3 – Referral to the One You Kent Smokefree service can be made by calling 0300 123 1220 or visiting the One You Kent website at: [www.oneyoukent.org.uk](http://www.oneyoukent.org.uk) .

7.4 - A Better Medway Smokefree Service: For staff living in Medway, a similar offer of free support by trained advisers and access to nicotine replacement therapies is available. Support can be provided in personal 1:1 support, online support, or by a text to quit service.

7.5 – Referral to the A Better Medway Smokefree Service can be made by calling 01634 334 800 or 0800 234 6805, or visiting their website at: [www.abettermedway.co.uk](http://www.abettermedway.co.uk)

7.6 - Kent County Council has also commissioned a free mobile app called ‘My Quit Route’ for residents of Kent and Medway which can help you stop smoking. It will guide and prepare you to set a quit date and give you the tools and skills to stay smoke free in the long term. Visit the [One You Kent Website](https://www.kent.gov.uk/social-care-and-health/health/one-you-kent/quit-smoking#my-quit-route) for more details.

# 8.0 - Electronic cigarettes

8.1 - Staff may use electronic cigarettes and other similar electronic nicotine containing

products during unpaid break times during their working day. Use is not permitted during

paid work time.

8.2 - Use of electronic cigarettes is not permitted inside **(\*\*Insert Org Name\*\*)** premises. However, since these products are generally used for reducing or stopping smoking, use is not confined to

designated external smoking areas.

8.3 - Staff are not permitted to charge electronic smoking devices on **(\*\*Insert Org Name\*\*)** premises.

8.4 - Since electronic cigarettes often resemble ‘standard’ cigarettes very closely, staff should

not be seen using electronic cigarettes whilst in uniform, either in paid or unpaid time.

# 9.0 - Monitoring and review

9.1 - A review of the Policy will be conducted annually to ensure that it continues to meet the aims and objectives it seeks to fulfil and meets the needs of the organisation.

Such reviews will include:

• Assessing effectiveness of implementation

• Ensuring that the Policy and local Stop Smoking Service information is up to date

• Assessing and reviewing designated smoking areas

9.2 - Comments or queries related to this policy should be directed to (OPTIONAL): Human Resources Team / designated responsible department

# 10.0 - Breaches of the policy

10.1 - Dropping of cigarette ends and associated litter and any other breach of this policy will

be regarded as misconduct and will be dealt with under **(\*\*Insert Org Name\*\*) ‘s** Disciplinary Procedure.

10.2 - In serious cases, breaches of this policy may be treated as gross misconduct and **(\*\*Insert Org Name\*\*)** may use its disciplinary policy and procedure to deal with the matter.

10.3 - Smoking in smoke-free premises or vehicles is also a criminal offence and may result

in a fixed penalty fine and/or prosecution.

# 11.0 - Definitions

11.1 - ‘Smoke Free’ does not refer to whether you smoke, but where and when you smoke.

11.2 - The terms ‘Staff’ or ‘Employees’ refer to all people working for **(\*\*Insert Org Name\*\*)**,

including staff from other organisations hosted within **(\*\*Insert Org Name\*\*)** premises and

volunteers.

11.3 - ‘ **(\*\*Insert Org Name\*\*)** premises’ includes buildings and vehicles owned or leased by the council or used for conducting council business.