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# Smoke Free Policy

## MSP 01f

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Smoke Free Policy Statement

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### **Purpose**

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the smoke-free provisions of the Health Act 2006.

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

### **Policy**

It is the policy of Suttle Projects Ltd that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment.

Smoking is prohibited in all company vehicles and in the entire workplace other than in specifically designated external smoking areas. This policy applies to all employees, consultants, customers or members and visitors.

### **Implementation**

Overall responsibility for policy implementation and review rests with the Managing Director. All staff are obliged to adhere to and to facilitate the implementation of the policy.

The person named above shall ensure that all existing employees, consultants and contractors are aware of the policy and of their role in the implementation and monitoring of the policy. They will also ensure that all new personnel are given a copy of the policy on recruitment/ induction.

Appropriate 'No smoking' signs will be clearly displayed at or near the entrances to the premises.

### **Help in stopping smoking**

The following sources of support are available for smokers who want to stop:

Smokefree National Helpline 0300 123 1044

### **E-cigarettes & Vaping**

Suttles recognises that the detrimental health effects of e-cigarettes and vapourisers is a contentious subject, but also understands that they can be seen as effective methods to quitting smoking. In the interests of maintaining a fair workplace atmosphere the Company does not allow the use of vapourisers or e-cigarettes in company buildings or vehicles. Employees wishing to vape or use e-cigarettes at work should seek clarification on specific areas where vaping is allowed from the manager of the specific facility or site attended.

Signed:

A handwritten signature in black ink, appearing to be 'J Paine', written over a horizontal line.

J Paine, Managing Director

Dated: 12<sup>th</sup> January 2024

Date of next review: Jan 2025