

AGE UK EXETER

Controlled Document

Document Name: Non-Smoking and Vaping Policy

Version Number: 1

Approved by Board of Trustees: 10 February 2022

Review Schedule: Every three years

Next review due: February 2025

Owner (Responsibility): Chief Executive Officer

Revision History: See end of document

Document Location: www.ageuk.org.uk/exeter/about-us/policiesandguidelines/

Document Description

Age UK Exeter is a non-smoking organisation. This policy explains clearly what this means for its staff, volunteers, clients, and visitors.

Implementation & Quality Assurance

Implementation is immediate and this framework shall stay in force until any alterations are agreed.

All aspects of this document shall be open to review at any time. If you have any comments or suggestions on its content, please contact Chief Executive Officer at info@ageukexeter.org.uk or at Age UK Exeter, The Sycamores, Mount Pleasant Road, Exeter, EX4 7AE, 01392 202092.

Non-Smoking and Vaping Policy

1. ABOUT THIS POLICY

- 1.1 We are committed to protecting your health, safety and welfare and that of all those who work for us by providing a safe place of work and protecting all workers, service users, customers and visitors from exposure to smoke.
- 1.2 All of our workplaces (including our 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 does not form part of any employee's contract of employment and it may be amended at any time.
- 1.4 If you wish to suggest improvements to the policy or experience particular difficulty complying with it you should discuss the situation with your line manager.

2. WHERE IS SMOKING BANNED?

- 2.1 Smoking is not permitted anywhere in our workplace. 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.
- 2.2 No-smoking signs are displayed at the entrances to our workplace.
- 2.3 Anyone using our vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free. Any of our vehicles that are used primarily for private purposes are excluded from the smoking ban.
- 2.4 It is not permitted to smoke in the homes of service users or in a car whilst carrying service users.

3. WHERE IS SMOKING PERMITTED?

You may only smoke outside during breaks. When smoking outside, you must dispose of cigarette butts and other litter appropriately.

4. BREACHES OF THE POLICY

- 4.1 Breaches of this policy by any employee will be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- 4.2 Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

Revision History

Revision date	Summary of Changes	Other Comments
30.12.2021	New document using HR Express template. Information was previously written in the staff terms and conditions to which there are no changes This policy replaces the information in the staff terms & conditions	Approved by the Board of Trustees 10 February 2022. Next review due January 2025.