



## SMOKING POLICY

Smoking policy for **Positive Impact for Young People CiC**

Effective from 20/11/2017.

The following policy has been adopted by **Positive Impact for Young People CiC** to take all possible steps to protect employees from second hand smoke exposure and to comply with legislative requirements.

### 1. THE POLICY

1.1 From 20/11/2017 smoking is prohibited in **Positive Impact for Young People CiCs** premises and on the surrounding grounds, including the car park. Smoking is also prohibited in company vehicles used by more than one person, and in private vehicles if a passenger is carried. This applies to employees whether employed directly by **Positive Impact for Young People CiC** through an agency, by a contractor or other organisation, and visitors and young people.

1.2 Employees who wish to smoke may do so in their own time during lunch breaks. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for **Positive Impact for Young People CiC**

1.3 The sale of tobacco will be prohibited in all **Positive Impact for Young People CiCs** premises.

### 2. THE POLICY FOR THIRD PARTY PREMISES

2.1 Employees required to visit other premises not covered by smoke free legislation as part of their duties (ie, domestic premises) should advise the visitee when arranging a visit of **Positive Impact for Young People CiC** smoking policy. Although **Positive Impact for Young People CiC** has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should agree that the visitee arrange for a non-smoking area to one hour before the visit and that the visitee not smoke during the duration of the visit.

2.2 In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second hand smoke.

### 3. IMPLEMENTATION AND ENFORCEMENT OF THE POLICY

3.1 Managers will be responsible for the promotion and maintenance of the policy by their staff. Managers will receive training and guidance regarding their responsibilities in relation to the policy and enforcement of it.

3.2 Employees should inform the appropriate manager of anyone who fails to comply with the policy.

3.3 Employees not complying with the policy will be referred to Occupational Health/their manager for support subject to the usual disciplinary procedure.

3.4 Visitors not adhering to the policy will be asked to comply or leave the premises or site.

3.5 All job applicants will be made aware of the policy via application packs, where a requirement to abide by it will be part of the person specification. Applicants will be reminded of the policy at interview stage.

3.6 A copy of the policy will form part of new employees' induction packs. Training and guidance on enforcing the policy will form part of new managers' induction process.

#### 5. REVIEW OF THE POLICY

The policy will be reviewed by Davina Masunda (Director) six months after the date of implementation and then 12 months from the date of implementation.