



APPENDIX 1

**Broxtowe  
Borough  
COUNCIL**

# **SMOKE FREE SITE POLICY**

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## **SMOKE FREE SITE POLICY**

### **1. Purpose**

The purpose of this policy is to protect the health of all employees, customers and visitors from exposure to second hand smoke and to comply with the Smoke Free legislation which came into effect on 1 July 2007.

In addition, The Health and Safety at Work Act (1974) requires that Broxtowe Borough Council takes reasonable steps to protect the health and safety of employees and members of the public visiting Council premises and grounds.

Second hand tobacco smoke has been scientifically proven to cause lung cancer and heart disease in non-smokers as well as many other illnesses and minor conditions.

An Equality Impact Assessment of this policy has been undertaken to ensure that the implications of its introduction do not cause adverse impact or discrimination against different groups of employees within the organisation.

### **2. Scope**

This policy applies to all employees and elected members throughout the entire workplace whether employed directly by Broxtowe Borough Council, through an agency, by a contractor or other organisation, customers and visitors.

Smoking is prohibited in ALL Council premises, and grounds. The boundaries of each site are the public highways/pavements that form their perimeter. All internal grounds, roads, pavements and path are on site.

Smoking is also prohibited in all Council vehicles and in private vehicles if a passenger is carried.

Employees are not permitted to smoke at any time during their working day. This includes off site travel, meetings and visits.

Employees who do wish to smoke may do so during their lunch break or other authorised rest break as long as they are not in Council grounds, premises or vehicle. There is no contractual right to a break for the purposes of cigarette smoking and smokers are not entitled to longer breaks than non-smoking colleagues.

For the purposes of this policy, vaping and electronic cigarettes is included.

### **3. Employee Assistance**

The Council recognises that this policy will have an impact on smokers working lives and wishes to support employees who want to stop and help individuals adjust to this change.

Employees who find compliance with the Policy difficult should speak to their line manager who will direct them to the appropriate support.

Reasonable time off will be given for employees to seek professional help from the local NHS Stop Smoking Service, their GP or other recognised method of cessation.

If an employee breaches this Policy action will be taken with under the Disciplinary Policy.

REFERENCE