

## Smoking Policy

### Introduction

This no-smoking policy seeks to guarantee the right of all employees and visitors to breathe air free of tobacco smoke and to comply with smoke-free legislation: The Health Act 2006 and The Smoke-free Premises etc. (Wales) Regulations 2007.

Passive smoking, has been medically proven to cause lung cancer and heart disease in non-smokers, also been proven to cause asthma and migraine attacks, as well as other serious illnesses and minor conditions.

### The Penalties for Non-Compliance with the Legislation

- Failing to display no-smoking signs in premises covered by the law (£200 fixed penalty notice, or up to £1000 Court fine);
- Smoking in a smoke-free place (£50 fixed penalty notice, or up to £200 Court fine);
- Failing to prevent smoking in a smoke-free place (up to £2500 Court fine).

### The Management of This Policy

It is the policy of Techworx Ltd that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking and Vaping is not permitted in any part of the premises including, canteen, toilets, reception areas, offices, factory, entrances/exits and company vehicles at any time, by any person regardless of their status or business with Techworx Ltd

### Adequate Signage and Facilities for Disposal of Smoking Refuse, etc.

Managers are responsible for ensuring the implementation and maintenance of this policy. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles. Smokers are responsible for disposal of cigarette litter including discarded cigarette butts, cigarette packets, matches and match boxes.

Smoking litter should be disposed of in bins and not discarded on the ground.

### Enforcement of the Smoke-Free Legislation

Council enforcement officers will have the power to enter no-smoking premises to determine whether the law is being upheld. They also assess whether or not those in control of the premises have taken all reasonable precautions to avoid people smoking.

All staff have a personal responsibility in ensuring their personal compliance and in ensuring that all those who enter the premises are made aware of the policy. Those who do not comply with the smoke-free law may be liable to a fixed penalty fine and possible criminal prosecution.

### Help for those who Smoke

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS helpline on 0800 169 0169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your nearest NHS Stop Smoking Service.

### Non Compliance

Disciplinary procedures will be followed if employees do not comply with this policy.

Signed.....

Position.....*Director*

Date.....*20-12-14*

Aug 2014.