

No Smoking Policy

It is Wishing Well Family Centres policy that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment and not be exposed to second-hand smoke. This is also a statutory requirement. As such, the Company's business premises are no smoking premises and smoking is prohibited in all areas of the workplace at all times with no exceptions. This includes company vehicles used by more than one person, even if they are used at different times.

Smoking for these purposes includes the use of cigarettes, cigars, pipes, electronic cigarettes (or e-cigarettes) and any other type of smoking.

The Company's policy on smoking applies not only to employees but also to visitors to the workplace, including clients, customers, contractors, suppliers and members of the public.

Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the workplace.

When working on behalf of the Company, all employees and contractors are prohibited from smoking within any outdoor premises (such as, W5, Botanic gardens etc.) or within any place where 'No Smoking' signs are displayed.

If you wish to smoke, you must do this in your own time either outside your normal hours of work or during designated breaks. You are not permitted to take additional smoking breaks during the day.

Smoking areas

The Company wishes to portray a professional business image to its users and suppliers when they visit the Company's business premises. Therefore, employees are not permitted to smoke outside the entrance.

The only designated area where staff may smoke outside is in the entry where there is a smoking shelter, a receptacle has been provided for smoking materials. All litter including cigarette butts must be placed in the container provided. Smoking is not permitted when children are in play areas.

Implementation

Roy Brawley is responsible for the implementation of and compliance with this policy and a copy will be provided to all staff. All employees are required to adhere to, and facilitate the implementation of, this policy.

Non-compliance

Employees who are found to be smoking in the workplace in contravention of this policy will be subject to disciplinary action in accordance with the Company's disciplinary procedure.

Updated 05/05/15