



SMOKING POLICY

DOCUMENT VERSION CONTROL

| Date | Author | Version | Status | Reason for Change |
|-----------|---------|---------|--------|---|
| | SEStran | 1.0 | FINAL | Policy adopted |
| Sept 2016 | SEStran | 1.1 | FINAL | Amended to include information about e-cigarettes |
| Oct 2017 | SEStran | 1.2 | FINAL | Adoption of version control |

SMOKING POLICY

1. INTRODUCTION

As a good employer and in recognition of the statutory duty of care to employees, SEStran aims to improve the health and wellbeing of all employees through its Health and Safety Strategy. The Smoking policy is an integral part of this Strategy.

2. POLICY STATEMENT

SEStran acknowledges that all employees and visitors to SEStran premises should be able to enjoy a pleasant, healthy and smoke-free environment.

In accordance with the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) regulations 2006, smoking is prohibited in all SEStran premises. This applies to employees employed directly by SEStran, through an agency, by a contractor or other organisation and all visitors.

There is currently no government standard for the contents of e-cigarettes and vapour cigarettes and as such the medical benefits for possible health risks are still unclear. In response to this, the Medicines and Healthcare Products Regulatory Agency (MHRA) plan to license e-cigarettes by 2016. The World Health Organisation (WHO) have concerns that these products may increase addiction to the young and have concerns regarding the long-term health effects of the contents of the aerosol cartridges.

In line with current British Medical Association guidance, smoking of regular cigarettes, e-cigarettes, vapour cigarettes or any other substances smoked or inhaled is prohibited in all SEStran premises.

Employees who wish to smoke may do so in their own time during lunch breaks. Employees will not be permitted to smoke while carrying out their duties and responsibilities for SEStran.

3. IMPLEMENTATION AND ENFORCEMENT

The Partnership Director is responsible for enforcing the Smoking Policy.

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

It is the responsibility of employees to comply with the terms and conditions of the Policy and to inform their manager of anyone who fails to comply with the policy.

Repeated and deliberate failure to conform to the requirements of the Smoking Policy may give rise to disciplinary action, however, in the first instance, support and advice will be offered.

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

A copy of the policy will form part of new employees' induction packs.

4. SUPPORT AND ASSISTANCE

SEStran recognises that smoking is an addiction and this Policy may cause difficulties for those individuals who smoke. A variety of support will be available with the aim of assisting employees who wish to give up smoking.

Methods of support and assistance will be publicised as widely as possible and will include:

- the provision of advice and guidance through the distribution of information leaflets on stopping smoking
- working in partnership with organisations such as the Health Education Board for Scotland and other agencies
- Participation in National No-Smoking Day

5. REVIEW

The Partnership Director, in conjunction with the Performance & Audit Committee will monitor and review his policy on an annual basis.