

Smoking and E-Cigarette Policy

In provisions made under the Health Act 2006, all enclosed and substantially enclosed workplaces and public places including company vehicles are legally required to be smoke free.

The following policy has been adopted by Backline Logistics Support Services LTD to take all possible steps to protect employees from second-hand smoke exposure and to comply with legislative requirements.

It is the policy of Backline Logistics Support Services LTD to treat all types of 'e-cigarette' smoking as the same as normal traditional types of smoking, therefore all the rules below equally apply.

1. THE POLICY

1.1 Smoking is prohibited in all Backline Logistics premises and on the surrounding grounds unless an outside area has been designated. Smoking is also prohibited in company vehicles. This applies to all employees whether employed directly, through an agency, by a contractor or other organisation, and visitors.

1.2 Employees who wish to smoke may do so in their own time during lunch breaks, providing they don't breach the above rules in places where smoking is prohibited. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for the clients Backline have placed them with.

1.3 The sale of tobacco or tobacco related products will be prohibited in all Backline Logistics 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 3rd party of Backlines smoking policy. Although Backline has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should agree that the 3rd party should arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, employees should ask the 3rd party to refrain from smoking inside the premises or in the meeting area for one hour before the visit and that the 3rd party 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.

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.

4. SUPPORT FOR THOSE WHO SMOKE

4.1 Backline recognises that smoking is an addiction, and that the smoking policy will impact on smokers' working lives. Backline wishes to support employees who want to stop and help individuals adjust to this change. Backline will give each employee who smokes, and wishes to stop, four hours paid time off to seek professional help from the local NHS Stop Smoking Service, their GP or other recognised method of smoking cessation.

5. E-CIGARETTE SMOKING

5.1 It is the policy of Backline Logistics Support Services to treat all types of ‘e-cigarette’ smoking the same as normal traditional types of smoking.

Therefore, all types of ‘e-cigarette’ smoking is banned from all Backline company premises, their cars and car parking areas owned or leased by Backline Logistics Support Services.

As this is a Backline logistics support services policy, normal company disciplinary procedure applies.

I confirm I have read and understand this policy.

Name

Signature

Date

