

## **Smoking Policy**

### **1. INTRODUCTION**

- 1.1 A complete ban on smoking in Council workplaces was introduced with effect from 7<sup>th</sup> May 1996. The original policy was approved at Personnel Sub Committee on 20<sup>th</sup> March 1996 and CJC on 30<sup>th</sup> October 1996.

### **2. POLICY**

All Council Workplaces will operate a complete ban on smoking. Employees who wish to smoke during the working day should be allowed to take up to four unpaid smoking breaks each day.

### **3. OBJECTIVE**

- 3.1 The objective of the smoking policy is to establish a safer and healthier workplace. It should be emphasised that the policy is not anti-smoker but rather a positive move towards a healthier working environment for all employees.

### **4. IMPLEMENTATION**

- 4.1 The policy applies to employees in all Council "Workplaces". A workplace is taken to cover all premises, including offices, residential establishments, stores, workshops etc. Council vehicles will also be regarded as "workplaces" for the purposes of this policy.
- 4.2 The policy essentially concerns indoor workplaces. At present there are no restrictions on employees smoking outside Council premises.
- 4.3 Schools have their own policies approved by the Governing Body of the school. Social Services establishments may have local policies to cover situations where staff are involved in caring for residents and clients.

### **5. TAKING A SMOKING BREAK**

When a member of staff wishes to take smoking break she/he should first check with her/his immediate manager/supervisor that is a convenient time. Where staff complete flexi-timesheets they should ensure that they sign out for the duration of the break. All other staff should record time taken for smoking breaks and agree with their manager how the time will be made up.

### **6. NEW STAFF**

- 6.1 All applicants will receive information on the Authority's Smoking Policy with their application form.
- 6.2 Information to new staff will be included in induction programmes.

### **7. VISITORS**

- 7.1 Visitors to Council premises will be informed by notices or by staff of the policy.

## 8. ASSISTANCE FOR SMOKERS

- 8.1 Staff who would like to give up smoking, but need help to succeed, will be given every possible assistance.
- 8.2 The Occupational Health Service will provide advice on the effects of smoking on health, stress and relaxation.
- 8.3 The Environmental Health Division also have information and literature for individuals who wish to give up smoking, together with further local sources for assistance.

## 9. ENSURING THE POLICY OPERATES

- 9.1 The smoking policy calls for a reasonable attitude from managers and staff. Detailed rules have not been included so managers will have the flexibility to respond to individual circumstances.

It is however, the responsibility of all Managers to ensure that the policy is adhered to by their staff.

- 9.2 Any member of staff who refused to co-operate with the policy will be dealt with in accordance with the Council's disciplinary procedure.

**Sign:** R. K. Mahil-Pooni

**Date:** Sept 2016