

<b>Author</b>	ELAS
<b>Date</b>	May 2018
<b>Person Responsible</b>	
<b>Approval/Review Body</b>	ELAS / Senior Leadership Team
<b>Frequency of Review*</b>	12 months

\*Policies will be reviewed more frequently if legal changes or good practice require

### Purpose

Oracle recognises that the health, safety and welfare of employees, children and young people in our care and schools, sub-contractors and anyone else directly affected by the Company's operations are of prime importance. The Company has therefore developed and enforces a dedicated smoking and vaping policy, conforming to the requirements of the Smoke-free (Premises and Enforcement) Regulations 2006, Smoke-free (Exemptions and Vehicles) Regulations 2007, Smoke-free (Signs) Regulations 2007, and other related legislation.

### Scope

This policy is applicable to all employees at whatever level within the Company, as well as sub-contractors who undertake activities on behalf of the Company and any visitors to the Company's premises. This policy and its mandatory application will be communicated to all employees, sub-contractors, visitors/customers and interested parties.

As part of the Company's induction process, new starters will be told about this policy. The Recruitment & Personnel Administrators are responsible for informing job applicants of this policy.

Employees are responsible for informing their visitors to the premises of this policy.

### Principles

Smoking and vaping through e-cigarettes is prohibited within the Company's premises, including the homes and schools except in certain designated outside areas.

Arrangements will differ from site to site and Managers /Supervisors will brief all team members of the site specific arrangements.

Where there is provision for outside smoking and vaping through e-cigarettes, individuals wishing to smoke or vap through e-cigarettes, must use their designated breaks to go outside and take a smoking/vaping break. Time taken should not exceed the time taken in breaks by the non-smokers.

Employees should inform their manager if they wish to take a smoking or vaping break and ensure that there is sufficient cover before taking a break. Ad hoc breaks without Managers/Supervisors permission will not be acceptable.

Alternatively, there may be some sites where due to operational needs it may not be possible to smoke or vap through e-cigarettes outside the premises. In such situations individuals will be duly advised of local arrangements and where appropriate will be fully supported in a bid to cope with the fact that smoking is no longer permissible at work.

### **Vehicles**

Smoking will not be permitted in company vehicles at any time.

### **Assistance for employees to give up smoking**

Oracle recognises the difficulty that employees who wish to give up smoking may face. Accordingly, your Head of Department will offer support and understanding to help smokers work in a smoke free environment/ to give up and will be able to direct individuals to NHS /local support groups.

### **Non-compliance**

Any employee who fails to adhere to the requirements of this policy will be subject to the appropriate disciplinary action, which will be dealt with in accordance with the Company's disciplinary procedure.

Employees are also reminded that it is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Any clients who are smoking or vaping through e-cigarettes in smoke-free areas should be reminded of the no-smoking signs and asked to stop. If a client continues to smoke, employees should explain that the customer is committing a criminal offence. If the client still refuses to stop smoking, staff should ask the customer to leave the premises and, where relevant, direct him/her to where he/she can smoke/vap.

### **Effective Date**

January 2016

### **Review Date**

May 2019 or earlier if legislation requires it