

POL-HR-10 POLICY STATEMENT

Smoking

AmcoGiffen recognises its obligations under current legislation and is fully committed to the provision of a safe and healthy environment for the wellbeing of all colleagues, workers, sub-contractors and visitors.

As part of this commitment, it is our policy to ensure that no colleague, worker, sub-contractor or visitor is exposed to tobacco smoke or residue from the use of e-cigarettes (vapes) whilst in or around our premises or vehicles.

Accordingly, smoking is totally prohibited within:

- The curtilage of any company facilities, operations and sites and the entrance areas to any such locations, **unless a designated smoking area is established for that purpose;**
- All company owned or hired commercial vehicles, including crew buses;
- All company cars;
- Any hired or private car being used on company business, where one or more passengers are present.

Any breach of this policy by a colleague, worker or sub-contractor will not be tolerated, nor will it be acceptable to assist/allow others to breach the policy. Any “e-cigarette offenders” breaching the Smoking Policy are reminded that e-cigarettes / vaping are not classed any differently to normal cigarettes. All such breaches will be investigated and may be treated as a breach of company rules and as such colleagues will be dealt with in accordance with the company Disciplinary Procedure.

In addition, any breach of this policy may result in a fixed penalty notice or fine under current United Kingdom legislation.

The success of this policy is dependent upon the full co-operation of colleagues, workers, sub-contractors and visitors whilst in or around our premises or vehicles.

Colleagues wishing to give up smoking can obtain support from the NHS Smoking Helpline 0300 123 1044, which is open 7am to 11pm. Further advice on stopping smoking can be obtained from <https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/>

Colleagues can also access support via our Employee Assistance Programme (EAP) by contacting 0800 028 0199. Confidential support counselling services are available for colleagues and their families. Colleagues can access up to six face-to-face counselling sessions through this telephone service to support their health & wellbeing. Scheme number HA103468.



John Booth
Managing Director