

John Dix Travel Ltd Smoke-Free Policy December 2015

Introduction

John Dix Travel are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Smoking does not only cause serious damage to the health of smokers, but research has also shown that second hand smoke causes cancers, heart and respiratory diseases in non smokers as well.

- Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment.
- Section 2(2) of the Health Act 2006 prohibits smoking in all public premises including workplaces and vehicles.

Aims of the Policy

This policy aims to:

- Provide a safe and healthy working environment for all Employees, Sub-Contractors, Clients and visitors;
- Comply with all of the requirements imposed by law;
- Raise awareness of the dangers associated with tobacco smoke;
- Guarantee the right of non smokers to breathe air free of smoke; and
- Support staff who wish to give up smoking.

Restrictions on Smoking

- Smoking of tobacco based cigarettes, cigars or electronic vapour cigarettes is not permitted in any of the Company's premises, entrances, grounds or company vehicles at any time, by any person irrespective of their status in, or business with, the Company.
- This no smoking policy must be adhered to by all Directors, Employees, Sub-Contractors, Clients and Visitors of John Dix Travel Ltd.
- We must remind you that to discard smoking paraphernalia is a crime punishable by a fine. Dispose of smoking paraphernalia in the correct manner
- All visitors, clients, sub-contractors and employees are required to abide by the no smoking policy. Staff must inform all of the above of the policy, although it must be stressed that staff should not put themselves at any risk in furtherance of this policy.
- Smoking is not permitted in any company vehicles or in any vehicles being used or hired for Company business.
- No smoking signs must be displayed by the Company in all of its premises and vehicles.
- In the unlikely event that a member of staff does not comply with the Company's No Smoking Policy, disciplinary action will be taken in accordance with the Company's disciplinary policy.

Support for Smokers

- Reasonable requests from staff for time to attend smoking cessation groups will be treated sympathetically.
- John Dix is responsible for maintaining the policy and will provide staff who wish to give up smoking with details of where to seek help.
- All requests for help will be treated in the strictest confidence. Written information will be stored in accordance with the Data Protection Act 1998.
- Nothing in this policy should be taken as excusing an employee if their conduct falls within the scope of the Company disciplinary procedures.

This policy has been approved & authorised by:

Name: John Dix
Position: Managing Director
Date of Revision:
Signature:

Smoke-Free Policy Briefing Register

I have read and understand this policy and will adhere to it in my day to day work practices.

Name	Date	Signature