



## Smoke Free Policy

Rydon



### Clearing the air

#### Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke, and to assist compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

#### Policy

It is the policy of Rydon Group that all our workplaces are smoke free, and that all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles.

As health effects from the use of e-cigarettes remain unclear, the Rydon Group board has also determined a ban on the use of these within all enclosed and substantially enclosed premises in the workplace. This also includes company vehicles.

This policy applies to all employees, consultants, contractors, customers or members and visitors.

#### Implementation

All employees are obliged to adhere to, and support the implementation of this policy. All new personnel will be informed of this policy during their induction and it is available on the company intranet.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all Rydon vehicles.

All offices, sites and contracts will have a designated weather-protected smoking area for employees to shelter while outside the building. Smokers should only use these

areas for smoking and should avoid smoking in view of the public. Disposal of cigarette waste must be within the receptacles provided and the smoking areas kept tidy.

Smokers are asked to limit the number of smoking breaks that they take during working hours and to keep these breaks to a reasonable duration. It is at the discretion of managers to ensure that employees do not abuse this concession.

Users of e-cigarettes are not required to use the smoking shelters, however e-cigarettes must not be used visibly around the entrance to any Rydon building or site and should only be used discreetly, in the open air and away from public view.

Disciplinary procedures may be followed if a member of staff does not comply with this policy.

#### Help to stop smoking

The NHS offers a range of free services to help smokers give up. Visit [nhs.uk/smokefree](http://nhs.uk/smokefree) or call the NHS Smokefree Helpline on 0300 123 1044 for details. Alternatively you can text 'SEARCH' and your full postcode to 88088 to find your local Quit Kit stockist.

#### Governance

All policies within the company are approved by the Group Board which is chaired by the Chief Executive. Each policy is reviewed at least once annually to ensure that we respond to clients, business strategy, legislation and any standards or codes of practice determined by the market.

*Signature(s) removed for security reasons:  
Signed copies available on request*

Signed: \_\_\_\_\_

**Robert Bond**  
Group Chief Executive

Dated: March 2017