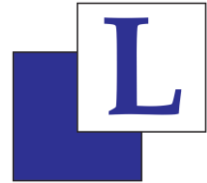


NO SMOKING POLICY



This policy has been developed to protect all employees, volunteers, service users, students 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.

It is the policy of the Centre that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment this includes the use of electronic smoking devices or E-Cigarettes. Legislation came into effect on Sunday, 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace.

Smoking is also prohibited in private vehicles if a passenger i.e. service-user, work colleague or volunteer is carried. This applies to employees whether employed directly by the Centre, through an agency, by a contractor or other organisation, and visitors. This policy applies to all employees, consultants, contractors, service-users and visitors.

Overall responsibility for policy implementation and review rests with the Board of Trustees. However, all staff are obliged to adhere to, and support the implementation of the policy. The Charity Manager shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Staff shall receive training and guidance regarding their responsibilities in relation to the policy and enforcement of it. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

Employees should inform the appropriate line manager of anyone who fails to comply with the policy. Employees not complying with the policy will be referred to Occupational Health/their line manager for support subject to the usual disciplinary procedure. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution. Visitors not adhering to the policy will be asked to comply or leave the premises. The policy will be reviewed by the Board of Trustees every 12 months from the date of implementation.

The NHS offers a range of free services to help smokers give up. Visit www.gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.