



## Smoking Policy

Doc Ref: HS.8.1.R

Page 1 of 3

### 1 Purpose

Falcon Foodservice Equipment is committed to providing a safe, healthy, and productive working environment for all employees, contractors, customers, and visitors involved in its operation. This review of the Smoking Policy maintains the Company's commitment to protect all employees, contractors, customers, and visitors from exposure to second-hand smoke and to comply with Government legislation i.e., the Smoking, Health and Social Care (Scotland) Act 2005, Health & Safety at Work Act 1974, and the Safety & Health of Pregnant Workers Act (Directive 92/85/EEC).

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease, aggravation of respiratory conditions such as asthma or bronchitis. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### 2 Principles

It is the policy of Falcon Foodservice Equipment that the workplace is smoke-free and all employees and workers have a right to work in a smoke-free environment. The Smoking Policy has been produced and agreed in consultation with employees and trade unions.

### 3 Policy Conditions

Smoking is prohibited throughout all work areas including company, leased and hire vehicles. Where private cars are used for work purposes, smoking is prohibited when more than one person travels in the car. Smoking and the use of E-Cigarettes will only be permitted in the designated area situated in the area beyond the zebra crossing leading to the employee car park. Separate areas for smoking cigarettes and E-Cigarettes will be clearly identified by signs. Smoking will only be permitted during agreed breaks. Smokers must ensure they dispose of matches and cigarette butts in the containers provided.

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

### 4 Implementation

Overall responsibility for policy implementation and review rests with H.R. All employees are obliged to adhere to, and facilitate the implementation of, the policy. Any general questions, problems etc concerning the policy can be raised with the Human Resource Manager.

The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. Prospective employees will be made aware of the policy by the manager involved in and responsible for the recruitment process and it will be discussed at interview.

New employees will receive a copy of the policy at induction.

Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within the premises and within company owned vehicles, vans and lorries. Team Leaders, Line Managers and Site Directors will be briefed on how to manage this policy

Issue No	1	2						
Date	Oct-18	Dec-21						



effectively via guidance from Human Resource Department.

## 5 Non-compliance

### Employees and workers

The spirit of this policy is that smokers are responsible people and consequently able to self – regulate their smoking habit within the context of the law and the Company's Smoking Policy.

However local disciplinary procedures will be followed if an employee does not comply with this policy. In accordance with the Disciplinary Procedures section of the Employee Handbook:

Disciplinary Procedures – an offence in the workplace would constitute a breach under namely: -

Serious breach of discipline; Serious Breach of H&S Rules.

Team Leaders, Line Managers and Human Resource Department will manage any breach of this policy.

### Visitors and Contractors

Any visitor or contractor found smoking out-with the smoking area should be asked to extinguish their cigarette and be directed to the designated smoking area where they can smoke. If they still continue to smoke, they should be asked to leave the premises under the Smoking, Health and Social Care (Scotland) Act 2005. Individuals and companies who do not comply with the smoking law can be liable to a fixed penalty fine and possible criminal prosecution

Employers £200 for permitting others to smoke in non-smoking premises.

Employers £200 for failure to display warning notices in non-smoking premises

Employees or others £50 for smoking in non-smoking premises.

## 6 Help to Stop Smoking

Falcon Foodservice Equipment recognises that many smokers want to stop smoking and that employees may use the policy to enhance their motivation to stop smoking.

Employees who smoke will be encouraged to seek advice on modifying or stopping their smoking behaviour.

Information / advice and support on stopping smoking is available from the Occupational Health Department.

Falcon Foodservice Equipment is committed to promoting healthy lifestyles to employees. Smoking and its effects on health will be incorporated into employee health programmes. Employees will be provided with information via leaflets, poster displays and during individual appointments with Occupational Health staff.

## 7 Sources of Support

Issue No	1	2						
Date	Oct-18	Dec-21						



## Smoking Policy

Doc Ref: HS.8.1.R

Page 3 of 3

Smokeline National Telephone Helpline: 12 noon –12 midnight 0800 848 484

Quitline National Telephone Helpline: 09:00 – 20:00 Mon/Fri 0800 002 200  
10:00 – 18:00 Sat/Sun

### 8 E-Cigarettes

As E-cigarettes are relatively new, their long-term effects on public health are not yet known. All directives to smoking cigarettes within the workplace contained in this Policy will include the use of e-cigarettes.

### 9 Review

A review of the Smoking Policy will be undertaken every 2 years or when overtaken by legislative requirements. Human Resource Department will undertake this review with input from the Health & Safety Committee representing employees' best interests and the Occupational Health Department. The review will include monitoring of compliance and awareness levels as well as application of correct procedures in the case of a breach of the policy. Any smoking cessation support rendered in house will be monitored by Occupational Health Department and recorded on employee's health record.

Issue No	1	2						
Date	Oct-18	Dec-21						