



SMOKE FREE WORKPLACE POLICY

Second-hand smoke causes an estimated 11,000 or more deaths in the UK each year. Around four-fifths of these deaths are due to second-hand smoke at home, with the remainder due to second-hand smoke in the workplace.

In provisions made under the Health Act 2006, all enclosed and substantially enclosed workplaces and public places are legally required to be smoke free.

The following policy has been adopted by JLES to take all possible steps to protect employees from second hand smoke exposure and to comply with legislative requirements.

- Smoking is prohibited in JLES premises (and on the surrounding grounds, including the car park). Smoking is also prohibited in company vehicles used by more than one person, and in private vehicles if a passenger is carried. This includes E-cigarettes.
- This applies to employees whether employed directly by JLES through an agency, by contractor or other organization, and visitors.
- Employees who wish to smoke may do so in their own time during lunch breaks. Employees will not be permitted to smoke whilst carrying out duties and responsibilities for JLES.
- The sale of tobacco will be prohibited in all JLES premises.

Employees required to visit other premises not covered by smoke free legislation as part of their duties (i.e. domestic premises) should advise the person they're to see, when arranging a visit, of the JLES smoking policy. Although JLES has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should agree that the person being visited arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, employees should ask the person being visited to refrain from smoking inside the premises or in the meeting area for one hour before the visit and that the person being visited not smoke for the duration of the visit.

In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second hand smoke.

Managers will be responsible for the promotion and maintenance of the policy by their staff. Managers will receive training and guidance regarding their responsibilities in relation to the policy and enforcement of it.

Employees should inform the appropriate manager of anyone who fails to comply with the policy. Employees not complying with the policy will be referred to their manager for support subject to the usually disciplinary procedure.

Visitors not adhering to the policy will be asked to comply or leave the premises or site.

JLES recognises that smoking is an addiction and that the smoking policy will impact smokers' working lives. JLES wishes to support employees who want to stop and help individuals adjust to this change.

Signed

A handwritten signature in black ink, appearing to read "Paul", is written over a horizontal line.

For and on behalf of JLES Group Limited
Paul Tomlinson
Director

Date

24th July 2020

Review Date

July 2021