



Non-Smoking Policy

| Date | Version No. | Produced By | Reason for Update | Approved |
|------------|-------------|--------------|-------------------|------------|
| 29/01/2016 | Version 1 | S Nieburg | | |
| 12/12/2017 | Version 2 | W Koehler | Annual review | W. Koehler |
| 26/07/2022 | Version 3 | Caroline Lee | Review | E. Shinton |
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Non-Smoking Policy

1. Introduction

- 1.1. This policy has been put in place to provide a healthy, safe and comfortable environment for all individuals at Thomley.
- 1.2. Thomley operates a non-smoking policy across the whole site to include both indoor and outdoor spaces. This policy is applicable to:
 - 1.2.1. Staff and volunteers
 - 1.2.2. All visitors
- 1.3. This policy also includes the smoking of E – cigarettes and vaping, which are to be treated the same as normal tobacco cigarettes.
- 1.4. Any employee who breaches the terms of this policy may be subject to disciplinary action, one consequence of which could be their dismissal due to gross misconduct.
- 1.5. Smoking is forbidden anywhere in Thomley buildings.
- 1.6. Thomley has put in place a designated smoking area behind the bike shed on the playground.
- 1.7. Visitors are permitted to smoke in the car park.
- 1.8. Smoking is prohibited indoors at any time, not just during working hours. If an employee stays late at work, they're still obliged to follow this policy.

2. Employees

- 2.1. Cigarette waste should be disposed of properly and considerately in a safe manner. Extinguished cigarettes must be discarded only in the appropriate container behind the bike shed.
- 2.2. To avoid smoking before they have scheduled meetings with visitors or third parties.
- 2.3. There is no right to smoking breaks. Smokers must limit their cigarette breaks to either smoking outside of normal working hours or within their designated break times. Smoking outside of break times is not permitted.