

**Introduction**

This policy aims to:

- Give employees and those visiting Wm Lee Ltd the right to an environment that is free of harmful effects of second-hand tobacco smoke and vapours from e-cigarettes and other electronic vaping devices.
- Ensure all parties have a clear understanding of their rights and responsibilities.
- Promote the culture of a smoke and vape free organisation.
- Ensure that the Company complies with relevant legislation.
- Acknowledge the needs of those who do smoke or use or e-cigarettes.

This policy recognises that second-hand smoke (also known as passive smoking) adversely affects the health of all employees. It is not concerned with whether employees smoke, but rather where they smoke and the effect this has on employees and other people entering the Company premises.

**Who does this policy apply to?**

This policy applies to all employees, visitors, customers, contractors, and any other persons who enter the Company premises. Employees are expected to inform visitors of the policy but are not expected to enter into any confrontation that may put their personal safety at risk.

**Restrictions on Smoking**

Smoking and the use of e-cigarettes or “vaping” is not permitted in any of the Company buildings or vehicles. Smoking and the use of e-cigarettes will only be permitted in designated outdoor and unenclosed areas. Smoking and vaping are not permitted in vehicles belonging to or leased by the Company nor employee’s private vehicles if used to carry employees, customers, or other members of the public whilst carrying out duties for the Company.

Employees are only permitted to smoke or vape during agreed break times.

This includes not only the smoking of tobacco in all forms but also the smoking of herbal substitutes and all forms of e-cigarettes.

Appropriate ‘No Smoking’ signs will be clearly displayed around site. Please note that where you see a ‘No Smoking’ sign this will also mean that you will be unable to use e-cigarettes or vape.

**Enforcement & Monitoring of the Policy**

Overall responsibility for the policy rests with the Group Health and Safety Director. The day to day responsibility for ensuring staff comply with the policy lies with managers and supervisors. All employees are personally responsible for complying with the policy. All new employees will be made aware of this policy as part of their induction.

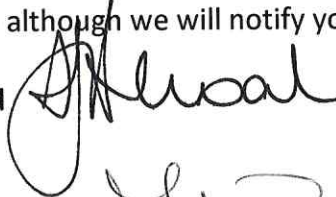
Any employee refusing to observe the policy by smoking or vaping in unauthorised areas will be liable to disciplinary action, up to and including dismissal for flagrant disregard of health and safety, in line with the Company’s Disciplinary policy.

In the event of a breach of policy by a visitor or employee of other organisations, they should be asked to extinguish all smoking materials or asked to refrain from vaping and made aware of the designated external smoking areas. If they continue to smoke the matter should be referred to a departmental manager or the HR manager.

### Status of this policy

This policy does not give contractual rights to individual employees. The company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

Signed on behalf of Wm. Lee Ltd



DATE: 29 Jan 2024

Signed on behalf of Unite the Union



DATE: 22-1-24