



## Ferndale Community Tenants Group No smoking policy

This policy is to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the health act 2006.

It is against the law to smoke in virtually all enclosed spaces and substantially enclosed public places and work places. We will act to ensure that you, our contractors, tenants and other visitors abide by the requirements of this legislation.

Smoking is banned in all affinity Sutton premises and vehicles, where it owns, leases, rents or otherwise controls such premises or vehicles. This ban applies to all employees, Visitors, contractors, sub contractors, and any other agency working in our premises or using our vehicles.

We acknowledge that some of you may wish to make use of electronic cigarettes (e-cigarettes) in the work place, particularly as an aid to giving up smoking. Although they fall outside the scope of the legislation, we prohibit the use of e-cigarettes in the workplace. Our rationale for a ban on e-cigarettes / Vapes is that:

- Although they do not produce smoke, e-cigarettes / Vapes produce a vapour that could provide an annoyance or health risk to other employees.
- Some e-cigarette models can, particularly from a distance, look like real cigarettes, making the smoking ban difficult to police, and creating an impression for (visitors/customers/other employees) that it is acceptable to smoke.

Employees are not permitted to have smoking breaks during working hours.

Where we sublet a property to an agency or organisation we will ensure that the organisation adopts a no smoking policy or adheres to our, in line with the smoke free legislation.

Whilst we cannot stop residents smoking in their own homes, communal areas such as corridors and lifts are no smoking areas.

Appropriate no-smoking signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

If anyone breaches this policy, they will be dealt with under our disciplinary procedure. In the most serious cases, this could constitute gross misconduct and may lead to summary dismissal.

If you wish to stop smoking you can get help from the employee assistance programme. More information about this service can be found in the A-Z Tool kit on the shed.

<https://intranet.affinitysutton.com/interact/pages/content/document.aspx?id=25580>

Last reviewed: August 2017

Next review due: August 2018