



Smoke-Free Policy

Company Policy No: 20
Company: Coyle Personnel Ltd
Issue No: 10
Revision Date: April 2026
Review Date: April 2027

Smoke-Free Policy

This policy covers all employees, officers, consultants, contractors, casual workers and agency workers.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke.

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

Policy

It is our policy that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

You must not use electronic cigarettes in the workplace. Electronic cigarettes produce a vapour and have the appearance of a real cigarette and cannot be used in the workplace.

While electronic cigarettes are not covered by the current smoke-free legislation, the British Medical Association has recommended employers to prohibit their use in the workplace to protect other people from being exposed to e-cigarette vapours.

Please observe each office's designated external smoking areas.

Implementation

Overall responsibility for policy implementation and review rests with Val Brown, Office Manager. All staff are obliged to adhere to, and facilitate the implementation of the policy.

Appropriate 'No smoking' signs are clearly displayed at the entrances to and within the premises.

Non-compliance

Failure by employees to comply with this policy will be treated as misconduct and could lead to action under our Disciplinary Procedure.

Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.