



Smoking Break Policy

Company Policy No: 61
Company: Greencastle Solutions Ltd
Issue No: 6
Revision Date: April 2026
Review Date: April 2027

Smoking Break Policy

This smoking policy is for employees in the Harrow Office. This policy does not form part of any employee's contract of employment and we can amend it at any time.

Smoking breaks are to be taken in the allotted times below. These allotted times must be adhered to and if you miss your time you will need to wait until your lunch break/until you leave work.

The allotted times are as follows:

If you start at 8am - you can take your smoke break between 10:30am & 10:45am and 3:00pm and 3:15pm.

If you start at 8:30am – you can take your smoke break between 10:45am & 11am and 3:15pm and 3:30pm.

If you start at 9am – you can take your smoke break between 11am & 11:15am and 3:30pm and 3:45pm.

If you take a smoking break, your lunch break is a maximum of 45 minutes long and is to be taken between 12:00pm and 2:00pm.

If you work in a team that has 5 or less people, **only one** person from each team can go on a smoke break at once.

If you work in a team that has 6 or more people, **only two** people from each team can go on a smoke break at once.

For your records the smoking area is located outside the front door of the building.

No smoking is allowed on the balcony adjoining the office under any circumstances.

This smoking policy is to be adhered to at all times.