



David Tyldesley and Associates

SMOKE-FREE WORKPLACE POLICY

David Tyldesley and Associates is a smoke-free Practice, but in order to comply with recent legislation introduced by the Health Bill 2006, and in full consultation with existing employees, we have adopted the following policy concerning smoking on our premises. This complements our Health and Safety Policy and is designed to ensure we maintain safe and healthy working conditions for our employees.

- All our premises are designated smoke-free – this includes Sherwood House, its outbuildings and its grounds.
- All staff, and contractors, customers and visitors are all expected to abide by this policy. We will provide adequate signage and/or literature as appropriate to ensure awareness of our smoke-free status.
- We will include our Smoke-free Workplace Policy in all recruitment literature and Contracts of Employment, both for permanent and temporary staff.
- Legislation dictates that, if an employee's car is used for business purposes, the car essentially becomes his/her workspace for that period; and as such will come under the Practice Smoke-free Workplace Policy.
- Legislation also dictates that, as the Practice operates a smoking ban covering the whole of its site, this automatically extends to any vehicles parked within the site boundary; thus it will not be permissible to smoke in any vehicle whilst it is parked on our site.
- It is hoped that all staff, and contractors, customers and visitors will respect and abide by our Smoke-free Workplace Policy. Breaches of the policy will initially incur a simple verbal warning and drawing of attention to the ban. A further breach of the ban will result in persons other than employees being asked to leave the site. Further and persistent breaches of the ban by an employee will be regarded as misconduct could lead to disciplinary proceedings.
- Any changes to this policy will be made in consultation with existing employees.

Doc ref: 060b

Date of Last Amendment: October 2006