

No-Smoking Policy

Company Name:	Education Placement Group Limited and subsidiary companies including Supply Desk Limited, Teach In Limited and Qualified Schools Limited ('the Company')
Topic:	No - Smoking
Date:	May 2019
Version:	10

1. LEGISLATIVE FRAMEWORK

The Company's policy complies with the Health Act 2006 and associated regulations.

2. PERSONNEL RESPONSIBLE FOR IMPLEMENTATION OF THE POLICY

- 2.1 The Company's board of directors has overall responsibility for this policy, but has delegated day-to-day responsibility for overseeing and implementing action to the HR Department. Any questions concerning the operation of this policy should be directed to the HR Department. Responsibility for monitoring and reviewing the operation of the policy and any recommendations for change to minimise risks to our operations also lies with the HR Department.
- 2.2 All Managers have a specific responsibility to operate within the boundaries of this policy and facilitate its operation by ensuring that workers understand the standards of behaviour expected of them and by identifying and acting upon behaviour that falls below these standards. Managers will be given training on the relevant legal and operational framework and best practice.
- 2.3 All workers are obliged to adhere to, and support the implementation of The Company's policy. The person named in paragraph 2.1 will have responsibility for informing all existing workers, consultants and contractors of the policy and their role in the implementation and monitoring of the policy.

3. WHO IS COVERED BY THE POLICY

This policy covers all individuals working for the Company at all levels and grades, including senior managers, officers, directors, employees, contractors, trainees, homeworkers, part-time and fixed-term employees, and agency staff (collectively known as **workers** in this policy). Third parties who have access to The Company's premises (such as consultants, contractors, customers and visitors) are also required to comply with this policy.

4. SCOPE AND IMPLEMENTATION OF THE POLICY

- 4.1 Smoking is banned in all enclosed and substantially enclosed premises on The Company's work site. The ban applies to anything that can be smoked, which includes cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars, electronic cigarettes and herbal cigarettes.
- 4.2 Appropriate no-smoking signs will be clearly displayed at the entrances and within all enclosed and substantially enclosed premises on The Company's work site.
- 4.3 Workers may only smoke outside in designated areas during breaks. When smoking outside, workers should ensure that they dispose of cigarette butts and other litter in the receptacles provided.
- 4.4 Cigarette breaks are to be agreed with your line manager and you must seek approval from your manager before leaving the premises for a cigarette break. Employees must not exceed two 5 minute cigarette breaks within the working day. Cigarette breaks must not interfere with business requirements and/or affect the achievement of your KPI's.
- 4.5 The Company vehicles used by any driver or passenger for work must also be smoke-free and display no-smoking signs. Any questions concerning the interpretation of this section should be directed to the personnel named in paragraph 2.1.
- 4.6 The Company is committed to making this policy effective and to promoting a healthy working environment. Workers who experience particular difficulty complying with this policy should discuss their situation with their line manager or the personnel named in paragraph 2.1. In addition, the NHS offers a range of free services to help smokers give up. Workers seeking help should visit www.gosmokefree.co.uk, call the NHS Smoking Helpline on 0800 169 0 169 or text 'GIVE UP' and their full postcode to 88088 to find a local NHS Stop Smoking Service.

5. BREACHES OF THE POLICY

- 5.1 Breaches of this policy will be dealt with under The Company's disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- 5.2 Smoking in smoke-free premises or vehicles is also a criminal offence and may incur a fixed penalty fine and possible criminal prosecution.