



Lead/Owner	CEO
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Related Policies	Health and Safety Policy
Level of Approval	Board of Trustees

1. Introduction

Compassionate Inverclyde has a responsibility for the maintenance and improvement of the health and safety of staff/volunteers and acknowledge that breathing other people's smoke is a public health hazard. This policy recognises that second-hand smoke can adversely affect the health of employees and the public.

The aim of this policy is to protect all employees, customers and visitors from exposure to second-hand smoke.

2. Key goals

- Protect the health of employees and visitors
- Comply with Health and Safety Legislation
- Guarantee a healthy working environment and protect the current and future health of employees and members of the public
- Guarantee the right of everyone to breathe air free from tobacco smoke
- Raise awareness of the dangers associated with exposure to tobacco smoke

3. Policy Statement

It is the policy of Compassionate Inverclyde that all our workplaces are smoke-free, and all employees/volunteers have a right to work in a smoke-free environment. The policy came into effect following the change in the law in July 2007 when smoking was prohibited in all enclosed and substantially enclosed premises in the workplace. This policy applies to all employees/volunteers, consultants, contractors, customers and visitors.

No use of tobacco products including cigarettes and “spit tobacco” or e-cigarettes is permitted on any part of the premises or at entrances managed, leased or owned by Compassionate Inverclyde at any time, by any person, regardless of their status or business with the Company. Premises means car park, any building or substantially enclosed public or private area occupied by one or more members of the general public or a workspace whether used by one or more members of staff. Such spaces include lifts, corridors, stairways, lavatories, restrooms, reception areas or entrances.

4. Restrictions on Smoking

Visitors

All visitors are required to abide by the smoke-free policy. Staff members/volunteers are expected to inform visitors of the policy but not to enter into any confrontation that may lead to personal risk.

Staff

Members of staff are only permitted to smoke whilst off duty (in official break times only) in designated areas.

3. Sale of Tobacco Products

It is a criminal offence for anyone to sell, transport or possess illegal tobacco products. Penalties for such offences may include imprisonment and/or fines, including fines for any manager allowing their premises to be used for such activities.

The selling/storing and dealing in any way of illegal cigarettes and tobacco on the Companies premises will not be tolerated.

We will fully co-operate with Law Enforcement Agencies, such as HM Revenue and Customs in their investigations. Any such illegal activity will be considered as gross misconduct and will result in appropriate disciplinary action.

4. Non-Compliance

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Document version control

Version number	Change or update	Author or owner	Date
1.0	First version	CEO	07/11/2024