

Smoke-free Working Environment Policy

1. Introduction

Autocraft Solutions Group is committed to the health, safety, and wellbeing of its employees and recognises the importance of providing as far as reasonably practicable a smoke-free working environment.

Autocraft Solutions Group understands and acknowledges that smoking remains an individual choice for all employees.

UK legislation and the general requirement to provide a safe workplace, requires the Company to provide clear guidance to employees on where and when they can smoke (including the use of electronic cigarettes, vapes, and any other 'traditional' smoking alternative) and the impact this can have on other employees and other members of the public.

For the avoidance of doubt, in respect of this policy the terms 'smoker' and 'smoking' includes the users and use of electronic cigarettes, vapes, and any other 'traditional' smoking alternatives.

This policy is non-contractual and may be reviewed and updated at any time without notice. Any changes will be communicated as appropriate.

2. Scope

This policy applies to all Autocraft Solutions Group employees, agency workers, contractors, consultants, volunteers, interns, apprentices, and any visitors to Company sites.

We acknowledge that some traditional smoking alternatives may fall outside smoke-free legislation. However, they still may produce vapour that could present a health risk and/or annoyance to others, hence they are included within the scope of this policy.

3. Aims

The aim of this policy is to set out the Company position in relation to smoking on Company premises and in Company vehicles. We aim, as far as reasonably practicable to:

- Protect the health of employees
- Protect the health of visitors and people who may be carrying out work for us in a different capacity to an employee.
- Inform employees and managers of their responsibilities in respect of the Policy Support smokers to help them cope with increased restrictions on their smoking during the working day
- Promote the culture of a smokefree organisation

4. Rules

- Any form of smoking is prohibited on our premises except for in specifically designated areas. We have designated areas for smoking and for vaping.
- In permitted areas, receptacles are provided for the disposal of smoking-related debris. These receptacles **must** be used.
- It is the responsibility of smokers (of any description) to ensure the dedicated areas are kept tidy and free from cigarette ends and any other smoking related debris; failure to keep the designated areas tidy will result in the facilities being withdrawn.

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- Smokers are restricted to one smoking break in the morning - a maximum of 10 minutes as part of the morning break, and also during lunch break. For night workers - a 10-minute break is permitted as part of the first break and also during the lunch break.
- Smoking **is not** permitted in Company vehicles – please refer to the Company Car Policy, available on the Intranet, via our website, or from Human Resources.

5. Support

We recognise that employees may have challenges when wanting to give up smoking. We can offer the following support and guidance:

- Employee Assistance Programme (EAP) - can offer guidance, information and support counselling. Details are available from the intranet or from the Human Resources Department.
- Support is also available from the NHS - [NHS stop smoking services help you quit - NHS \(www.nhs.uk\)](https://www.nhs.uk)
- You can also access support through your own GP and local service.
- Other helpful sites include:
 - [Health matters: stopping smoking – what works? - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
 - www.smokefreeengland.co.uk
 - www.smokingbanwales.co.uk
 - www.clearingtheairscotland.com.

6. Compliance

Breaches of this policy will be subject to investigation and may lead to disciplinary action being taken in accordance with our disciplinary procedure. Proven allegations may be subject to disciplinary sanction up to and including dismissal.

Document History

Rev	Section	Revision Detail	Author	Approver	Issue Date
1	All	New Policy	T Pugh	B Barr	16 September 2024