



## SMOKING POLICY STATEMENT

**Second hand smoke is a known health hazard. In 2004, the Government's Scientific Committee on Tobacco and Health reported that the increased risk to non-smokers of lung cancer from exposure to second hand smoke was 24% and the increased risk of heart disease 25%.**

In provisions made under the Health Act 2006, all enclosed and substantially enclosed workplaces and public places will be legally required to be smoke free.

Electronic Cigarettes -The British Medical Association has said that more research is needed to establish the safety of electronic cigarettes. For this reason, Maplewood Carpentry Ltd feels it is prudent to protect all employees, agency workers, customers, contractors and visitors from potential risks associated with vapours produced by these devices.

This policy applies to anything that can be smoked, including cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes, and it also applies to electronic cigarettes (also known as e-cigarettes).

The following has been adopted to take all possible steps to protect employees from second hand smoke exposure and to comply with legislative requirements.

### THE POLICY

1. From 1st July 2007 smoking is prohibited in Maplewood Carpentry Ltd premises and on the surrounding grounds, including the car park. Smoking is also prohibited in company vehicles used by more than one person and in private vehicles if a passenger is carried. This applies to employees whether employed directly by Maplewood Carpentry Ltd through an agency, by a contractor or other organisation, and visitors.
2. Employees who wish to smoke may do so in their own time during lunch breaks. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for Maplewood Carpentry Ltd. Designated external shelters are provided both for smoking and electronic cigarette users, are clearly signposted.



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### IMPLEMENTATION AND ENFORCEMENT OF THE POLICY

1. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.
2. Managers/ Supervisors will be responsible for the promotion and maintenance of the policy by their staff.
3. Employees should inform the appropriate Manager/ Supervisor of anyone who fails to comply with the policy.
4. Employees not complying with the policy will be referred to their Manager/ Supervisor subject to the usual disciplinary procedure.
5. Visitors not adhering to the policy will be asked to comply or leave the premises or site.
6. A copy of the policy will form part of new employees' induction/ starter packs. Managers/ Supervisors will monitor and enforce the policy.

The policy will be reviewed annually or following any significant changes in the law.

**Lee Wilkinson**  
Company Director