



# HUNTSWOOD

## SMOKING POLICY

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### APPROVAL CONTROL

ROLE	NAME	DATE
Chief Technology & Risk Officer	Steve Mills	28/04/2016
Chief of Staff	Sara Robinson	28/11/2017

### VERSION CONTROL

VERSION	AUTHOR NAME	VERSION CHANGES	DATE
5.03	Chris Souch	New template	30/03/2016
5.04	Jayne Morris	Annual policy review – no changes made	19/05/2017
5.05	Jayne Morris	Amendment updating position on smoking breaks	28/11/2017
6.0	Sara Robinson	Approved	28/11/2017
6.01	Jayne Morris	Annual review – no changes	02/05/2018
6.03	Scarlett Campbell	Annual review – no change made	16/04/2019
6.04	Scarlett Campbell	Annual review – no change made	01/10/2019

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## OBJECTIVE

This policy sets out Huntswood's position on smoking in the workplace including the use of electronic cigarettes.

## APPLICABILITY

This policy applies to permanent, temporary and fixed term employees of Huntswood ("Huntswood Representatives").

## POLICY PRINCIPLES

Huntswood's offices are a designated non-smoking environment in accordance with smoke-free legislation.

Representatives wishing to smoke are to do so outside of the office environment, whether that is on Huntswood premises or client premises. This extends to the immediate proximity of the building, and in particular the immediate access routes to the building.

During normal working hours full time employees who go outside to smoke are restricted to taking one short smoking break in the morning and one in the afternoon, with a maximum of ten minutes per break. Employees should inform their manager if they wish to take a smoking break and ensure that there is sufficient cover before taking a break.

In allowing Representatives to leave the offices for the purpose of smoking, Huntswood reserves the right to investigate and discipline individuals who take excessive breaks to the extent that job performance is impacted.

Huntswood prohibits the use of e-cigarettes in the workplace, although they fall outside the scope of smoke-free legislation:

- Electronic cigarettes produce a vapour that could provide an annoyance or health risk to other employees.
- Some e-cigarette models look like real cigarettes which is difficult to police and creates an impression that it is acceptable to smoke on Huntswood premises.

## TABLE OF DEFINITIONS

The table of definitions provides definitions of terms used within the policy document

TERM	DEFINITION
Huntswood Representative	Permanent, temporary and fixed term employees of Huntswood

## POLICY RESPONSIBILITIES

The following table defines the business roles and their responsibilities in regard of the policy document.

RESPONSIBILITY	ROLE	DEFINITION
Owner	Chief Technology & Risk Officer	The Owner ensures the policy is reviewed and maintained on a regular basis
Reviewer	Head of Infrastructure & Head of HR	The Reviewer ensures the policy document aligns with relevant legislation and company requirements
Author	Facilities Manager	Shall update the policy document in a succinct time frame on receiving updates from the reviewer and in accordance with company policy writing guidelines
Policy Audience	Huntswood Representative	Must apply the business policy to the business they undertake on behalf of Huntswood

## APPLICABLE STANDARDS AND LEGISLATION

- The Smoke-free (Premises and Enforcement) Regulations 2006