



**This Policy Document is for the use of Staff, Foster Carers and Visitors to any of the Company's premises.**

## Introduction

As part of its continuous review of Health and Safety matters, the Company has considered the indisputable scientific evidence of the health risks associated with passive smoking. In addition the discomfort suffered by non-smokers exposed to tobacco smoke has been taken into consideration. As a result it has been agreed that a more pro-active policy on smoking at work should be adopted by Nurture Fostering.

The internal areas of the Company's business premises are completely no smoking areas. Smoking is therefore prohibited in all offices, meeting rooms, common, circulating and work areas.

In any case where legislation overrides an item contained in this policy, the legislated practice will take precedence, and any non-compliance will attract strong disciplinary action.

Common Areas include:-

- Corridors
- Toilets/bathrooms
- Stairways
- Meeting rooms
- Reception areas
- Rest/kitchen areas
- Store rooms

*(This is not an exhaustive list and should be added to as required. Because an area is not mentioned in this list, does not mean that this policy will not apply to it).*



## **Company vehicles**

These may be excluded from any legislation, but whilst Nurture Fostering staff members provide and use their own vehicles, staff should not smoke whilst they are carrying other staff members, Foster Carers, children or young people.

## **Work Areas**

Smoking is not permitted in any work area. This applies at all times, not just during normal working hours.

## **Visitors**

This policy applies to all visitors to the Company's premises at all times. Staff should politely remind any visitors to the Company of this policy if they knowingly or unknowingly go against it.

## **Breach of Policy**

Anyone found to be smoking within a work place in contravention of this policy or any subsequent legislation, may find themselves subject to disciplinary action in accordance with the Company's Disciplinary Procedures. However, disciplinary action should not be the first resort. Managers will initially reinforce the terms of the policy with the employee concerned. If the person concerned continues to breach this policy then appropriate disciplinary action will be taken. Smoking at work will be viewed as serious misconduct. Repeated offences, following formal/written warnings could eventually result in dismissal.

## **Smoke Breaks**

Nurture Fostering will make no provision for staff to take a smoke break. Should they need a smoke break, this will be in their own time and should be made up if taken during normal work time.

## **Monitoring**

This policy will be monitored each year to ensure that it remains effective, and takes into account any legislation that may be introduced.