



## SMOKING POLICY

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke and to assist compliance with Smoking, Health and Social Care (Scotland) Act 2005.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is the policy of Entier that all our workplaces are smoke-free, including working environment, entrances and doorways, where each employee has the right to work in a smoke free environment. All staff are reminded that they must only smoke in designated areas at times agreed with their supervisor. This policy is currently in effect and will be reviewed annually by the HSEQ department.

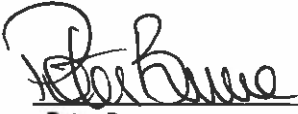
This Smoking Policy also applies to the use of electronic cigarettes that are allowed only in designated areas at times agreed with supervisor.

Smoking is prohibited throughout the entire workplace with no exceptions, this includes company vehicles and personal vehicles when used for work purposes. This policy applies to all employees, consultants, contractors, customers or members and visitors.

All staff are obliged to adhere to and facilitate the implementation of this policy. The policy will be communicated to all new starts via the Employee Handbook and Induction process. Failure to comply with this policy may result in disciplinary action being taken up to and including dismissal. Those who do not comply with the smoking law are also liable to a fixed penalty fine and criminal prosecution.

In accordance to assist with effective implementation and enforcement of this policy, managers will receive training regarding their responsibilities and any required guidance and support can be obtained from HR and HSEQ Department.

If you require support you can also contact Smokeline: 0800 848484.

Signed:  Date: 26/7/21 Policy Last Reviewed: July 2021  
**Peter Bruce**  
**Chief Executive Officer**