



Smoking Policy

Policy

This company has a policy that smoking will not be permitted in its premises including but not limited to inside its depots. This policy applies to all staff (whatever their grade or status), visitors, contractors or customers.

Procedure

- Unless there's a designated smoking area, smokers will be required to leave the premises or before they start smoking. Any bins provided for smoking must be used to dispose of your extinguished cigarette butts.
- Smokers are permitted to use the back doors but must close behind them each time
- Smoking is not permitted in any vehicle owned and operated by the company.
- The smoking rule applies to all cigarettes, cigars and pipes

Employees who wish to smoke may do so but must only use this time to fix their addiction and must return to their workstation promptly. All cigarettes must be prepared in your own time and no mobile phones or any computer devices are to be used during any smoking break.

Any member of staff found to be non-compliant with the policy will be deducted an hours pay per each breach caught. If any continuous breaches are made staff will be subject to disciplinary.

It is important that all employees of our company understand the company's policy on smoking. Therefore, the management will make sure that all employees are made aware of the policy and that the policy clearly displayed within the company. Any staff queries or concerns with regard to this policy should be addressed with either their immediate manager.

Frenni Transport Ltd recognises that smoking is an addiction and that the smoking policy will impact on smokers' working lives. Frenni Transport Ltd wishes to support employees who want to stop and help individuals adjust to this change.

Smoking support is available at <http://www.nhs.uk/smokefree> Call the free Stop Smoking Wales Helpline on 0800 085 2219

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