

**Swaffham Town Council****SMOKING POLICY AND PROCEDURE****1.1 Introduction**

The Council recognises that the health, safety and welfare of employees, sub-contractors and anyone else directly affected by the Council's operations are of prime importance. The Council has therefore developed and enforces a dedicated smoking policy, conforming to the requirements of the smoke-free legislation.

**1.2 Application**

This policy is applicable to all **Councillors and** Employees at whatever level of the Council's hierarchy, as well as sub-contractors who undertake activities on behalf of the Council and any visitors to/customers on the Council's premises. This policy and its mandatory application will be communicated to all employees, sub-contractors, visitors/customers and interested parties.

As part of the Council's induction process, new starters should be told about this policy and shown where it is located in the Council's staff handbook. Employees are responsible for informing their visitors to the premises/customers that they are serving of this policy.

**1.3 Prohibition on smoking**

Smoking is prohibited within the Council's premises, except in certain designated outside areas. The Council provides receptacles for smokers to dispose of cigarette butts and other smoking waste at all outside locations where smoking is allowed.

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. Employees who wish to take a smoking break must clock out before doing so.

The Council does not have an indoor smoking room on any of its premises.

**1.4 Vehicles**

The Council does not permit workers to smoke in Council vehicles.

**1.5 Electronic Cigarettes**

The Council acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes") in the workplace, particularly as an aid to giving up smoking. E-cigarettes are battery-powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user.