

Ref. No:	IMS-POL-11	Smoke Free Policy (See QA-M-01)	
Rev. Status:	03 JAN 20		

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 the 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 the company that all of our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment.

This policy came into effect on 26th March 2006 and shall be reviewed annually by the Chief Operating Officer.

Smoking is prohibited throughout any of our offices, workshops, site offices, mess cabins and company vehicles including work equipment with enclosed or partially enclosed cabs.

Company buildings which have a roof and walls on at least 50% of the perimeter are included.

This policy applies to all employees, contractors, sub-contractors, consultants, customers or members and visitors.

Overall responsibility for this policy, implementation and review rests with the Managing Director.

All personnel are obliged to adhere to and facilitate the implementation of the policy.

All personnel shall be given a copy of this policy – new starts shall be given the policy during induction training.

“No Smoking” signs will be clearly displayed.

Staff not complying with this policy shall be subject to disciplinary procedures. Other people will be asked to leave the location.

Failure by staff or others to comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

Sources of support are: **SMOKELINE 0800 848484**, www.hebs.com.tobacco , The Public Health Department of the local NHS Board or your local GP.

Authorised by:



Peter-Jon Cowe
Chief Operating Officer

Date: 05th January 2026

Next Review Due: January 2027