

## **SMOKING POLICY**

### **Purpose**

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

In addition, this policy also applies to the use of e-cigarettes, which is also prohibited inside KD Marine premises.

### **Policy**

It is the policy of KD Marine that all of our workplaces are smoke and e-cigarette free and all employees have a right to work in a smoke and e-cigarette free environment. Smoking and the use of e-cigarettes is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers, visitors or members of the general public.

### **Implementation**

Overall responsibility for policy implementation and review rests with the Managing Director. All staff are obliged to adhere to and facilitate the implementation of the policy. The Managing Director shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new personnel will receive a copy of this policy on recruitment/induction.

Appropriate signs will be clearly displayed at the entrances to and within the premises.

### **Non-compliance**

Disciplinary procedures should be followed if a member of staff does not comply with this policy. The procedures set out within KD Marine Handbook should be followed.

H C Petersen



**Managing Director**

**Date: 31/01/2019**

**Review: January 2020**