

## No Smoking Policy

### 1. Introduction

Malakoff is committed to promoting health and wellbeing at work and recognises the right of all staff, contractors, clients and visitors to enjoy a smoke free environment.

The company therefore operates a policy of no smoking of tobacco or other products (including e-cigarettes) within any company building or vehicle.

Smoking is one of the main health problems facing Scotland with many Scots dying each year from smoking-related illnesses. Passive smokers also suffer an increased risk of smoking related diseases and second-hand smoke is also thought to be a major cause of asthma in children.

It is an offence to smoke on a no-smoking premises or to knowingly permit smoking on a no-smoking premises.

### 2. Position Statement

Smoking is not permitted in any company building or vehicle.

The company's definition of smoking extends beyond traditional cigarettes to also cover e-cigarettes, which are also not permitted to be smoked in any company building or vehicle. For the avoidance of doubt, e-cigarettes include personal vaporizers and electronic nicotine delivery systems.

Anyone wishing to smoke is asked to be mindful of others and to make every effort to eliminate or minimise the risk of passive smoking. Individuals should not smoke near doorways, open windows, air intakes and high pedestrian traffic areas/thoroughfares.

### 3. Scope

This Policy applies to all staff, contractors, clients and visitors and will be applied fairly and uniformly throughout all company locations.

### 4. Implementation

Where an employee observes a member of staff, contractors, clients or visitors breaching this policy they should politely approach the individual (if they feel comfortable in doing so) in the first instance to remind them of the company's no smoking policy. Any refusal to stop is unacceptable and should be reported to an appropriate manager for further action and direction as appropriate.

Failure to conform to the requirements of the policy by smoking on company premises or refusing to stop when requested will lead to consideration of disciplinary action under the appropriate procedures for staff. A contractor or visitor who refuses to stop smoking will be required to leave the premises.

Compliance with the national legislation and the company's policy must be managed on a local basis. Those responsible for designated areas and groups are required to cooperate in implementing the Policy in the area for which they have responsibility.

Telephone: +44(0) 1595 695544  
Fax: +44 (0) 1595 695720

Registered in Scotland No. 242516 VAT Reg No. 813 7826 20  
Registered Office, North Ness, Lerwick Shetland ZE1 0LZ



E-mail: [enquiries@malakofflimited.co.uk](mailto:enquiries@malakofflimited.co.uk)  
Website: [www.malakofflimited.co.uk](http://www.malakofflimited.co.uk)

### 5. Support for Smoking Cessation

As part of its commitment to promoting health & wellbeing at work the company is keen to encourage those who wish to stop smoking.

The following sources of support are available for smokers who want to stop:

- NHS Quit Your Way run by NHS Shetland: 01595 807494
- Local GP's, Practice Nurses, or Pharmacies
- Smokeline: 0800 848484
- ASH Scotland: [www.ashscotland.org.uk](http://www.ashscotland.org.uk)

### 6. Review

The policy will be reviewed annually during the Management Review meeting and updated as and when any new regulations or processes are introduced within the company that affect this Policy.

Signed By:



Director

Date: 23<sup>rd</sup> February 2022

Endorsed By: Allan Gould, Non-Executive Director  
Douglas Stevenson, Director  
Colin Duncan, Director

Date: 23<sup>rd</sup> February 2022  
Issue: 1

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