

## No Smoking Policy

### Policy

It is the School's policy that all of its premises are smoke-free and that all employees and students have a right to work and study in a smoke-free environment and not be exposed to second-hand smoke. This is also a statutory requirement. As such, the School's premises are no smoking premises and smoking is prohibited in all areas of the School at all times with no exceptions. This includes School vehicles used by more than one person, even if they are used at different times.

Smoking for these purposes includes the use of cigarettes, cigars, pipes, electronic cigarettes (or e-cigarettes) and any other type of smoking.

The School's policy on smoking applies not only to employees and students but also to visitors to the School, including prospective students, agents, parents or guardians, contractors, suppliers and members of the public.

Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the School.

When working on behalf of the School, all employees and contractors are prohibited from smoking within any client or customer premises, or within any place where 'No Smoking' signs are displayed.

If you wish to smoke, you must do this in your own time either outside your normal hours of work or during designated breaks, such as your lunch break. You are not permitted to take additional smoking breaks during the day.

### Smoking areas

The School wishes to portray a professional business image to its clients, customers and suppliers when they visit the School's premises. Therefore, employees and students are not permitted to smoke immediately outside the entrance to or exit from the workplace.

An area has been designated where staff and adult students may smoke outside, behind the main school building. All litter including cigarette butts must be placed in the container provided.

### Non-compliance

Employees who are found to be smoking in the workplace in contravention of this policy will be subject to disciplinary action in accordance with the School's disciplinary procedure. A breach of this policy will be treated as a serious disciplinary offence. Where the smoking constituted a health and safety hazard, then such behaviour will be treated as potential gross misconduct and could render the employee liable to summary dismissal.

If a student, client, customer, contractor or supplier does not comply with this policy, they will be warned that they are committing an offence, requested to immediately refrain from smoking and, if they refuse, they will be asked to leave (or will be ejected from) the School premises.

Those who do not comply with the smoking ban are also liable to a fixed penalty fine and possible criminal prosecution and they expose the School to similar action.



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