



Smoke Free Policy

Introduction

It is the Policy of the Ore Valley Group that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment.

The Ore Valley Group recognises, as an employers, it has a legal duty under the Health (Tobacco, Nicotine etc and Care) (Scotland) Act 2016, the Health and Safety at Work Act 1974 and Workplace (Health, Safety and Welfare) Regulations 1992, to ensure, so far as is reasonably practicable, that it provides a working environment for all employees that is healthy and safe.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Any external areas where smoking is permitted must comply with the law. Details of these areas for staff usage are:

- OVHA office - the car park situated to the back of the offices, a designated area has been provided.
- Business Centre - the car park situated to the back of the offices.

Electronic Cigarettes

Electronic cigarettes are being widely used to aid smoking cessation. Electronic cigarettes, however, contain higher levels of addictive nicotine than traditional cigarettes.

Employees should only use electronic cigarettes during breaks in the designated, external smoking areas. Use of electronic cigarettes within the Group's premises is forbidden. Failure to comply with this rule may, in all likelihood lead to disciplinary action.

Implementation

The smoke free policy applies to all Association employees, volunteers, Board members and members of the public. It will be the responsibility of each individual to abide by the terms and conditions of the policy.

Breaches of this policy shall be considered a serious matter and appropriate disciplinary or legal action will be taken if necessary.

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