

# Smoking and E-Cigarette Policy

Issued by the Human Resources Team



If you require this policy in another format please go to the end of this document for details.

KCC want to develop and foster a healthy organisation for staff through a range of activities. The position we adopt on smoking and the use of e-cigarettes (nicotine containing products (NCP)) at work is one of the ways in which we attempt to improve the working environment whilst respecting the position of individuals who choose to smoke or use NCPs.

## Aims

This policy aims to give non-smokers the right to work in an environment that is free of tobacco smoke and vapours from e-cigarettes, whilst acknowledging the needs of people who do smoke or use NCPs.

## Scope

This policy applies to all employees, members, contractors, visitors and members of the public whilst in our buildings.

## KCC Policy Statement

Smoking and the use of e-cigarettes or “vaping” is not allowed in any of our buildings or establishments for the health, safety and well-being of our staff and visitors.

Residential establishments are exempt from any ruling for residents only and if designated smoking facilities already exist they must be clearly marked.

The smoking and e-cigarettes policy will apply to any of our rooms or premises that are hired out for functions.

## Smoking and Others

E-Cigarettes – We expect people who use e-cigarettes or ‘vape’ to use these devices at a reasonable distance from our establishments.

Whilst it is recognised that there is no current legislation banning these products they remain unlicensed and little is known about the health risks they may cause. E-cigarettes contain liquid nicotine, flavour and other chemicals which is turned into vapour and is inhaled by the user. Our intention is to protect non smokers from being exposed to these vapours which could be potentially harmful, and may cause safety concerns.

Until such time as legislation comes into effect KCC will take the position of banning the use of these devices in the workplace.

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Smoking and Vaping outside buildings - We expect people who are smokers or vapers to take steps to minimise the effects of their smoke or vapours on others whilst at work. Primarily this will be by ensuring that when smoking it is at a reasonable distance from the building.

Delivering Services in People's Homes - The smoking and vaping ban does not apply to private homes, so when you deliver services to service users in their homes you should come to an agreement with your service user about smoking and vaping. Employees whose work involves visiting people in their homes should refer to their Directorate specific risk assessment process.

Smoking and Vaping in Vehicles - Smoking and vaping is not allowed in KCC-owned pool cars and other KCC vehicles e.g. delivery lorries, mobile libraries.

KCC Staff Working for Other Organisations - Staff who are seconded or who work in establishments other than those owned by KCC must follow the policy of the organisation in question with respect to smoking and vaping.

Smoking and Vaping Breaks - Whilst we acknowledge that people may need to take breaks during the working day, including breaks to smoke and use e-cigarette devices, these should be minimal and in agreement with your line manager.

### **Enforcement and Monitoring**

Managers are responsible for ensuring staff comply with this policy. Persistent and/or intentional breaches of the policy will lead to disciplinary action under KCC's Disciplinary Procedure.

Any visitor to our premises who breaks the conditions of this policy will be asked to stop smoking or vaping, or to leave the premises.

### **This policy will be:**

- Displayed in all KCC workplaces and will be available on KNet (KCC's intranet)
- Communicated to all employees, members, contractors, visitors and external clients
- Referred to in job advertisements and contracts of employment
- Made available to all new employees as part of their induction

Please note that where you see a 'No Smoking' sign this will also mean that you will be unable to use e-cigarettes or vape. Signs will be clearly displayed around buildings / establishments and within KCC owned vehicles.

### **Alternative Formats**

This document is available in other formats. Call 03000 421553 or email [alternativeformats@kent.gov.uk](mailto:alternativeformats@kent.gov.uk)

## **Local Support and Other useful contacts for Staff**

Support is available for staff who wish to stop smoking from the organisations below:

- Stop Smoking Kent Helpline – 0800 849 4444, Email [kcht.sss@nhs.net](mailto:kcht.sss@nhs.net), Text: QUIT to 87023, Fax: 01303 858935 or Website: [www.smokefreekent.co.uk](http://www.smokefreekent.co.uk)
- Action on Smoking and Health (ASH) – offer confidential advice on problems associated with smoking in the workplace. Tel: (0207) 739 5902. Website: [www.ash.org.uk](http://www.ash.org.uk)
- National 'Giving Up Smoking' Helpline is on 0800 1690169.