SMOKING OR VAPING POLICY

Second hand smoke is a known health hazard. In provisions made under the Health Act 2006, all enclosed and substantially enclosed workplaces and public places will be legally required to be smoke free.

The following policy has been adopted by Mamo Building Services to take all possible steps to protect employees from second hand smoke exposure and to comply with legislative requirements.

THE POLICY

Smoking is prohibited in Mamo Building Services premises and on the surrounding grounds and car park. Smoking is also prohibited in company vehicles used by more than one person, and in private vehicles if a passenger is carried. This applies to employees whether employed directly by Mamo Building Services, through an agency, by a contractor or other organisation and visitors.

THE POLICY FOR THIRD PARTY PREMISES

Employees required to visit other premises not covered by smoke free legislations as part of their duties i.e. domestic premises should advise the visitee when arranging a visit of Mamo Building Services' smoking policy. Although Mamo Building Services has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should agree that the visitee arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, employees should ask the visitee to refrain from smoking inside the premises or in the meeting area for one hour before the visit and that the visitee not smoke during the duration of the visit.

In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second hand smoke.

IMPLEMENTATION AND ENFORCEMENT OF THE POLICY

Managers will be responsible for the promotion and maintenance of the policy by their staff. Managers will receive guidance regarding their responsibilities in relation to the policy and enforcement of it.

Employees should inform the appropriate manager of anyone who fails to comply with the policy.

Employees not complying with the policy will be referred to their manager for support subject to the usual disciplinary procedure.

Visitors not applying to the policy will be asked to comply or leave the premises or site.

All job applicants will be made aware of the policy at the interview stage.

A copy of the policy will form part of the new employees' induction packs. Guidance on enforcing the policy will form part of new managers' induction process.



Joseph Mallon Director **05/01/2026**