



Smoking Policy

Purpose

This policy has been developed to protect all employees, contractors, and visitors from exposure to second-hand smoke and to assist compliance with the:

- Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006
- The Smoke Free (Premises & Enforcement) Regulations 2006
- Smoke Free (Signs) Regulations 2012

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of TDC Parsons Peebles Ltd that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment. Smoking, including the use of electronic cigarettes and vaporisers, is prohibited throughout the entire workplace with no exceptions. This includes company vehicles, e.g. vans, forklifts etc. This policy applies to all employees, consultants, contractors, customers and visitors.

Smoking and vaping will only be permitted in the designated smoking area, within or immediately outside of the covered outdoor shelter, and personnel may only do so during their normal break times and lunchtime. Smoking and vaping will not be permitted in any other areas of TDC's sites.

Implementation

Managers must take steps to ensure that this policy is complied with in areas under their control.

Non-compliance

Disciplinary procedures shall be followed if a member of staff does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

Quit your way Scotland is an advice and support service for anyone trying to stop smoking in Scotland.
Phone no. 0800 84 84 84.

The Managing Director has ultimate responsibility for implementing and maintaining the Smoking Policy at all levels throughout the Company.

The Smoking Policy will be reviewed annually.

Karen McNeil
Director
20th January 2025