

Smoking and Vaping Policy

1 About this Policy

CANDI is committed to protecting the health, safety, and welfare of all those who work for it by providing a safe place to work, and protecting all employees, young people, volunteers, contractors and visitors from exposure to smoke.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

2 Aims of this Policy

The aims of this policy are to:

- promote a healthy work environment and protect the current and future health of employees, volunteers, young people, and visitors,
- guarantee the right of non-smokers to breathe in air free from tobacco smoke,
- comply with health & safety and employment law,
- raise awareness of the dangers associated with exposure to tobacco smoke ,
- take account of the needs of those who smoke and to support those who wish to stop.

3 Restrictions on smoking

- Smoking is not permitted at any time in any part of CANDI's premises, entrances, or exits, by any person regardless of their status or business with the charity. This includes stairways, toilets, meeting or staff rooms, the basement, and the rear garden.
- this ban applies to all other premises that CANDI uses during its activities and meetings.
- This ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.
- Smoking is not permitted in any vehicles whilst transporting young people, employees and volunteers.
- Appropriate No-smoking signs will be displayed at the entrances to our building.
- It is the responsibility of employees to ensure that volunteers, young people, visitors, and contractors are aware of our policy, and to deal appropriately with any breaches.
- Whilst there is some evidence that vaping helps support people to give up smoking, CANDI prohibits the use of e-cigarettes in its buildings and in any buildings that it is using for activities and meetings.

4 Where is smoking permitted?

Smoking is permitted outside the front of our buildings during breaks. All cigarette butts and other litter must be disposed of appropriately.

5 Breaches of this Policy

Breaches of this policy by any employee will be dealt with under the Disciplinary Procedure.

Other users including volunteers and trustees are reminded that it is against the code of conduct.

Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

6 Support for Smokers

- **Smokefree National Helpline** to speak to a trained adviser on 0300 123 1044
- **Healthy Lifestyles Gloucestershire:** <https://www.hlsglos.org/programmes/stop-smoking/>
- **NHS Advice:** <https://www.nhs.uk/better-health/quit-smoking/>
- **NHS Smokefree App:** <https://www.nhs.uk/oneyou/apps/#nhs-smokefree>

Document control

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