



SMOKING POLICY

Policy Reference Number:

Policy Implementation Date:

September 2009

Policy Review Date:

August 2011



Haines Business Systems Ltd
© 2009 HBS Business Gym

SMOKING POLICY

General Principles

The company is committed to promoting a healthy workforce and workplace. It does not encourage smoking amongst staff. However, the company recognises that every member of staff has a right to smoke should they wish. The company, however, will not include specific smoking breaks into the working day. Staff who wish to smoke must do so as part of their normal breaks.

The company complies with UK legislation banning smoking inside its premises. Any employee wishing to smoke must leave the building, and the premises completely. Wherever possible, staff wearing a company uniform, or visible company insignia, whilst