

FORTH PORTS LIMITED

SMOKING POLICY

SCOPE

This Policy is applicable to all employees, workers, contractors, visitors and customers on the Company's premises (hereafter covered by 'employees'). This Policy will be communicated at employee/worker induction and available at all reception areas.

PROHIBITION ON SMOKING

Smoking is prohibited within the Company's premises, except in certain designated smoking areas during designated break times. When smoking in the designated smoking areas employees should ensure that they dispose of cigarette butts and other litter responsibly.

The Company displays signs that make it clear that smoking is prohibited on its premises.

The Company acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes") in the workplace, particularly as an aid to give up smoking. Although they fall outside the scope of smoke-free legislation, the Company prohibits the use of e-cigarettes in the workplace other than in designated smoking areas during designated break times. The Company's rationale for including e-cigarettes in the ban on smoking in Company premises is that:-

- Although they do not produce smoke, e-cigarettes produce a vapour that could be an annoyance or health risk to the individual and other employees;
- Some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police, and creating an impression for others that it is acceptable to smoke.

The Company does not permit employees to smoke (including e-cigarettes) in company cars or works' vehicles including plant.

NON COMPLIANCE

Any infringement of this Policy may result in appropriate disciplinary action, which will be dealt with accordingly through the Company's disciplinary procedure. Also it is a criminal offence to smoke in smoke-free areas and as a result offenders may be liable to prosecution and/or a fine.

Anyone found smoking in smoke-free areas should be reminded of the Smoking Policy, the no-smoking signs and the location of the designated smoking area.

RELATED POLICIES

Company Car Policy
Disciplinary Procedure

APPROPRIATE LEGISLATION

Health Act 2006

Smoke-free (Premises and Enforcement) Regulations 2006 (SI 2006/3368)

Smoke-free (Exemptions and Vehicles) Regulations 2007 (SI 2007/765)

Smoke-free (Penalties and Discounted Amounts) Regulations 2007 (SI 2007/764)

Smoke-free (Vehicle Operations and Penalty Notices) Regulations 2007 (SI 2007/760)

Smoke-free (Signs) Regulations 2012 (SI 2012/1536)

Smoking, Health and Social Care (Scotland) Act 2005

The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006

Port of Tilbury Bylaws