



CITY OF
Lincoln
COUNCIL

Smoking Policy

1 Introduction

- 1.1 The Council recognises that the health, safety and welfare of employees, councillors, any contractors who undertake activities on behalf of the Council on our premises and anyone else directly affected by the council's operations are of prime importance. The Council has therefore developed and enforces a dedicated smoking policy, conforming to the requirements of the smoke-free legislation.

2 Application

- 2.1 This policy is applicable to all employees, councillors and contractors who undertake activities on behalf of the Council on our premises and visitors and customers at City Hall and Hamilton House. This policy and its mandatory application will be communicated to all employees, councillors, contractors who undertake activities on behalf of the Council on council premises visitors and customers.
- 2.2 As part of the Council's induction process, new starters will be told about this policy and shown where it is located. Employees are responsible for informing the visitors and customers that they are serving of this policy.

3 Prohibition on smoking

- 3.1 Smoking is strictly prohibited on all parts of the Council's premises, and at City Hall and Hamilton House this also includes entrances or anywhere on its grounds including car parks.
- 3.2 If employees want to smoke this must take place in their own time either before work at lunch time or after work outside of Council premises and their grounds this includes whilst on site visits.

4 Vehicles

- 4.1 The Council does not permit employees to smoke in company vehicles.
- 4.2 Privately owned vehicles used for Council business are to be smoke free at all times when being used for work related activities.

5 Homeworkers

- 5.1 Homeworkers are not required to refrain from smoking during the course of work that is carried out for the Council in their home, unless they invite others into an area of their home for work purposes.

6 Electronic cigarettes

- 6.1 Although electronic cigarettes fall outside the scope of smoke-free legislation, the Council prohibits the use of electronic cigarettes in the workplace. The Council's rationale for a ban on e-cigarettes is that, 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 visitors, customers and other employees that it is acceptable to smoke on council premises.
- 6.2 This ban will also extend to the charging of electronic cigarettes on Council premises.

7 Signage

- 7.1 The Council displays signs that make it clear that smoking is prohibited on its premises.

8 Assistance for employees to give up smoking

- 8.1 The Council recognises the difficulty that employees who wish to give up smoking may face, and will support employees who wish to stop smoking.

9. Non-compliance

- 9.1 Any infringement of these rules by an employee may result in appropriate disciplinary action, which will be dealt with in accordance with the Council's Disciplinary Policy.
- 9.2 Customers who are smoking in smoke-free areas should be reminded of the no-smoking signs and asked to stop.

10 Review

- 10.1 This policy will be updated to accommodate legally binding changes, and reviewed every 3 years or at the request of Management or Trade Unions.

Approving Body & Date

JCC 5th August 2014

Executive 22nd September 2014