

People Team

Smoke and Vape Free Policy

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1 Introduction

- 1.1 Smoke-free legislation prevents smoking in enclosed workplaces and public spaces. Smoking and exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.
- 1.2 Electronic cigarettes (e-cigarettes, vapes) are not covered by Smoke-free legislation as they do not burn tobacco or create smoke, but they are not completely risk free. This policy also covers vaping.
- 1.3 The aims of this policy are to:
 - Promote a healthy work environment and protect the current and future health of employees, customers and visitors
 - Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
 - Comply with health and safety and employment law.
 - Take account of the needs of those who smoke and to support those who wish to stop.
- 1.4 This policy is not contractual and may be amended.

2 Scope

- 2.1 The policy applies to anyone working for Oxford City Council including those working through service contracts, on a casual or temporary basis, consultants and agency workers.

3 Restrictions on Smoking and Vaping

- 3.1 Smoking is not permitted in work time, including during online video meetings. Line managers may agree breaks as long as working time is made up and breaks do not adversely affect individual or team performance. Details of how to record the non-working time for smoking/vaping breaks are in the Working Hours Policy and Procedure available on the intranet.
- 3.2 Smoking and vaping are not permitted on Council sites, both internal and external, at any time, or by any person regardless of their status or business with the organisation.
- 3.3 Smoking and vaping are not permitted in Council vehicles used to carry passengers or customers on council business e.g. taxi.
- 3.4 Smoking and vaping are prohibited in the homes of customers or where staff are working in the community with the public or service users.
- 3.5 The council will take reasonable steps to discourage service users from smoking or vaping in the presence of its employees when visiting or working in their homes.
- 3.6 Appropriate 'no smoking' and 'no vaping' signs will be clearly displayed at entrances to and within the premises and in all City Council vehicles.

- 3.7 Employees leaving Council premises to smoke or vape are encouraged to use a location which is not directly at the entrance to buildings which are for public use

4 Volunteers, Consultants and Visitors

- 4.1 All volunteers, consultants, visitors, contractors and deliverers are required to abide by the Smoke and Vape Free Policy. Staff are expected to inform volunteers, consultants, customers or visitors on the council's Smoke and Vape Free Policy. They are not, however, expected to enter into any confrontation which may put their personal safety at risk.

5 Non-compliance

- 5.1 Disciplinary action will be taken if any employee does not adhere to this policy. Those who do not comply with Smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

6 Support to Stop Smoking

- 6.1 The use of electronic cigarettes may be part of treatment to stop smoking. Details of further support is provided below.
- 6.2 Stop for Life Oxon provides free local support which includes up to 12 weeks behaviour support from a trained advisor and free pharmacotherapy such as nicotine replacement therapy (NRT). Tel 0800 122 3790 or visit www.stopforlifeoxon.org.
- 6.3 You can contact the National Smokefree Helpline to speak to a trained advisor on 0300 123 1044.
- 6.4 Advice is also available from the council's Employee Assistance Programme.

7 Monitoring and Review

- 7.1 This policy will be kept under review to ensure it continues to be effective and up to date.