



Career Seekers Direct

Smoking Policy

Introduction

1.1 What is the policy about?

The purpose of this guidance is to describe how CSD will fulfil its legal obligation to provide, as far as possible, a smoke-free working environment for our CSD staff, Reps, visitors and customers.

The Government continues to emphasise the dangers of second hand smoke to health and has legislated to reduce the risk of second hand smoke through the following Act, which came into effect on or after 1 April 2007:

- Health Act 2006 (as amended 2009) In addition, all employers have a duty under
- The Health and Safety at Work, etc. Act 1974 to:
"Ensure, so far as is reasonably practicable, the health, safety & welfare at work of all their employees."

Therefore, all work places, school buildings, grounds, car parks and vehicles which serve the public and/or are used for work purposes will be smoke-free, apart from any external designated smoking area. Where practical, an accessible designated smoking area may be allocated, but this must not be located near any area where its location will put at risk others from any second-hand smoke (section 2.1.2).

With the introduction into general public use of Electronic Nicotine Delivery Systems (ENDS), more commonly known as electronic or e-cigarettes, this No Smoking Policy has been updated to inform CSD Reps and customers employees of the company's position on the use of e-cigarettes.

Electronic cigarettes are battery powered devices which deliver a vaporised liquid nicotine solution to the inhaler and mimic a real cigarette in that they emit a 'smoke like' vapour when used. E- cigarettes are not a tobacco product and to date there is no statutory prohibition of their use in the workplace. However, as e-cigarettes are currently only covered by general product safety legislation and are unregulated as a smoking cessation aid, the safety of their use cannot be quantified at this time.

In enforcing the statutory ban brought under the Health Act 2006, CSD's prohibition on the smoking of tobacco products in enclosed public and workplaces is extended, in this policy, to using electronic cigarettes, otherwise known as 'vaping', within all premises.



Therefore, all school buildings, grounds, car parks and vehicles which serve the public and/or are used for work purposes will continue to be smoke/vapour-free apart from those authorised and designated smoking areas (section 2.1.2).

This policy does not aim to dictate whether a CSD member of staff, Rep or customer has the right to smoke, but is concerned with where and when they smoke, or 'vape', when using an e-cigarette, together with its effect on colleagues and the wider community.

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- The primary aim is to secure a smoke/vapour-free workplace, thus minimising the effect of tobacco smoke or e-cigarette vapour within working environment. CSD Reps will not be permitted to smoke/vape during working time except in designated, authorised areas in the CSD Rep's own time. The objectives of the policy are to
 - Protect the health of CSD staff and Reps;
 - Protect the health of customers, visitors and contractors when receiving CSD's services;
 - Provide information to CSD's staff Reps of their responsibilities in respect of the policy;
 - Support CSD staff and Reps who smoke/vape to help them comply with the policy, including supporting anyone who wishes to give up smoking;
 - Promote the culture of a smoke-free country.

1.2 Who does the policy apply to?

This policy covers all CSD Staff, Reps and customers.

CSD staff and Reps must also be aware of their responsibilities when delivering CSD services. Smoking is not permitted when delivering CSD services.

CSD will comply with the relevant policies in place where they are delivering their services.

1.3 Responsibilities

The CSD CEO has overall responsibility for implementing and evaluating the policy and ensuring that the policy is adhered to within the company and must strive for effective implementation and consistent application. All CSD Staff and Reps have a responsibility to ensure this guidance is implemented and any individual will be supported if they challenge anyone breaching the policy. Further details about specific responsibilities can be found in section 3.

CSD Reps must ensure clear and appropriate signage is posted around the location of where delivery of the services will be taking place.

1.4 Legislation



The legislation underpinning this policy is the Health Act 2006 (as amended 2009).

Additionally, the Health and Safety at Work Act 1974 informs employers they have a duty of care to their employees as mentioned in section 1.1.

There can be financial penalties for employees if smoking is not stopped in the workplace or if signs are not displayed.

1.5 Monitoring

It is intended the policy will be self-enforcing. A CSD Rep meeting visitors or customers at a facility must politely advise them of this policy. However, all CSD Reps should not enter into any confrontational situation that may put at risk their own safety

1.6 Support

There are opportunities available to help people give up smoking. See Section 2.2.

1.7 Publicising / distribution of the policy

A copy of this policy is available from CSD MD and a copy of this policy is available via the website.

New CSD Reps will be informed of the existence of this policy in recruitment and induction information. Information is also available in the CSD Code of Conduct.

Periodic reminders of this policy, and its expectations should also be promoted through their respective communication channels, e.g. newsletters, website pages and health, safety and wellbeing groups.

1.8 Reviewing the policy

The operation of this policy will be kept under review and such changes will be made to the policy as deemed appropriate following necessary consultation.

This includes the elimination of unlawful discrimination, promoting diversity as a positive force and valuing and celebrating a diverse workforce and community.

An Equality and Diversity impact assessment has been carried out in the preparation of this policy document. The assessment will be reviewed in line with the formal policy review process.

2 Operational Guidance

2.1.1 Buildings and grounds



Smoking/vaping will not be permitted in CSD delivery areas which serve the public and/or are used for work purposes will continue to be smoke/vapour-free apart from those authorised and designated smoking areas apart from any external designated smoking area.

2.1.2 External smoking areas

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Where practical, an accessible externally designated 'smoking/vaping area may be allocated by CSD, following a suitable risk assessment. This must be communicated to CSD Reps, customers and other building users, but it must not:

- Be located near any entrance area where CSD are delivering their services;
- Due to its location put at risk others from any second-hand smoke/vapour;
- Have a negative impact on the company's public image.

Smoking shelters will not be provided, but appropriate arrangements must be implemented at any designated and authorised smoking/vaping area, to prevent the build-up of smoking/vaping related litter.

Appropriate facilities for discarded cigarette ends and disposable e-cigarette cartridges should be provided and these facilities must be routinely emptied.

2.1.3 CSD Staff and Reps

CSD staff and Reps will be permitted to smoke/vape when they are off-duty including official breaks such as meal breaks.

Smoking/vaping breaks are not permitted during paid working time. Smoking/vaping in any designated area will only be possible during official breaks, for example a lunch break.

CSD Staff and Reps who do smoke/vape in their own time are encouraged to minimise their identity as a CSD Rep; for example, badges, uniform and logos should be covered up.

All reasonable efforts will be made to minimise the exposure of CSD staff and Reps to second-hand smoke or vapour. Any CSD staff or Rep concerned about such exposure should seek advice and support through the CSD CEO.

2.2 Health guidance

Support on stopping smoking can also be sought from the NHS Smokefree Helpline on 0800-0224 332 or at www.smokefree.nhs.uk/

Access to the NHS Pregnancy Smoking Helpline and details of helplines in other languages can be found in supporting documents to this policy on the intranet.



2.3 Recruitment procedures

Information sent out to potential applicants within job packs will include reference to this policy. CSD CEO should re-affirm the company's position during the selection and induction process.

2.4 Dealing with breaches of the policy

Where an individual, or group of individuals, infringe this policy, the CSD CEO shall remind them of this policy's requirements and that breaches may be dealt with under the Disciplinary Procedure. This could ultimately lead to the dismissal of the staff or Reps.

2.5 Changes to the policy

CSD will seek to provide appropriate notice of any further changes to this policy.

4 Further information

4.1 Confidentiality

All information will be handled sensitively and used only for its proper purpose.

Under the Data Protection Act 1998 individuals have the right to see their own personal data held subject to the rights of confidentiality of any third parties involved in that information.

4.2 Dealing with abuses of the policy

CSD Reps who attempt to abuse this policy may face disciplinary action. CSD takes false or misleading accusations very seriously which may result in further action taken through the disciplinary procedure. This will not include ill-founded allegations that were made in good faith.

CSD customers who abuse the policy will receive an initial informal warning but if they abuse the policy a second time, they will be asked to leave the premises. In certain situations the customer's school or college will be informed.

4.3 Equality and diversity

CSD is committed to promoting equality of opportunity, valuing diversity and ensuring discrimination, harassment or victimisation is not tolerated.

Our policy is to treat people fairly, with respect and dignity. We also comply with legal requirements in relation to age, disability, gender, pregnancy and maternity, marriage and civil partnership, gender reassignment, race, religion or belief and sexual orientation.



4.4 Contact details

If you would like any further advice on this document you can contact the CSD CEO.

Version: 2.0

Date of Policy: Nov 2023

Policy Written By: Eva Harrison

Next Review Date: November 2025