



SMOKE - FREE AND VAPE-FREE POLICY 2026

SME - FOOD MANUFACTURER

Purpose

This policy is designed to protect all employees, contractors, agency workers, customers, and visitors from exposure to tobacco smoke and vapour from e-cigarettes and similar devices. By promoting a healthy, safe, and comfortable working environment, *Company Name* ensures compliance with the Health Act 2006 and all associated regulations.

Scope

The policy applies to everyone working at or visiting site, including employees, agency workers, contractors, volunteers, customers, and visitors. All forms of smoking, including cigarettes, pipes, cigars, herbal cigarettes, shisha, and hookah, as well as vaping devices such as e-cigarettes and vapourisers, are covered by this policy.

Policy Statement

Smoking and vaping are strictly prohibited in all enclosed and substantially enclosed premises, including entrances and grounds belonging to *Company Name*. Where designated outdoor areas are provided, smoking and vaping may only take place in these locations. Staff who visit client or contractor sites must adhere to the smoke-free rules in force at those locations. All employees are expected to inform visitors of this policy to ensure full compliance.

Legal Compliance

Company Name complies fully with the Health Act 2006 and all relevant smoke-free regulations. Clear 'no smoking/vaping' signs are displayed at all entrances to remind everyone of their responsibilities. Managers of premises and vehicles are legally required to prevent smoking and ensure that appropriate signage is maintained.

Implementation

Responsibility for implementing this policy rests with the HR Manager. All staff, contractors, and visitors will be made aware of the policy and their responsibilities under it. New employees will receive a copy of the policy during their induction. Any concerns or breaches should be reported directly to the HR Manager for appropriate action.

Breaks

Smoking and vaping are only permitted during contractual breaks, such as lunch or rest breaks, as defined by the terms and conditions of employment. Additional smoking or vaping breaks outside of these allocated times are not permitted under any circumstances.

Employees must not leave their workstations or duties for smoking or vaping except during their designated contractual break times. Any breach of this rule may result in disciplinary action.

Non-Compliance

Any employee who breaches this policy will be subject to disciplinary action in accordance with *Company Name* procedures. Separate procedures will be issued for dealing with non-compliance by visitors or contractors. Individuals who fail to comply with the law may also be liable to fixed penalty fines and possible criminal proceedings.

Support for Quitting

Company Name encourages employees who wish to stop smoking or vaping to seek support.

Information about local and national support services is available from:

www.smokefreesomerset.org.uk

Helpline: [01823 356222](tel:01823356222)

NHS Smokefree: www.nhs.uk/smokefree

Smokefree National Helpline: [0300 123 1044](tel:03001231044)

Additional resources:

<http://www.givingupsmoking.co.uk/>

www.cancerresearchuk.org/about-cancer/causes-of-cancer/smoking-and-cancer/how-to-stop-smoking

Consultation and Review

This policy has been developed in consultation with employee representatives and will be reviewed annually, or sooner if there are changes in legislation or business needs.

Acknowledgement

All employees are required to read, understand, and comply with this policy.

Name	Signature	Date