

KEY EMPLOYMENT POLICIES

EMPLOYEE INFORMATION BRIEFING

ISSUE 4: SEPTEMBER 2016



NEW POLICY



POLICY REVIEW



REGULAR REMINDER

SMOKE FREE POLICY

POLICY OVERVIEW

On 15 September 2015, the Council Executive approved a new [Smoke Free Policy](#) which replaced the former Tobacco Policy.

While the smoking restrictions contained in the previous policy continue to apply, the new policy extends those restrictions to include e-cigarettes and also extends the council's no smoking zones beyond the entrances and exits of council buildings to include surrounding grounds.

The extension of the smoking ban to surrounding grounds means that employees, temporary workers and visitors to council premises will now have to leave council grounds to smoke. Appropriate signage is displayed at each council building to inform building users of smoke free zones.

KEY INFORMATION FOR EMPLOYEES

- All council employees and temporary workers are required to comply with the restrictions of the [Smoke Free Policy](#).
- Smoking (including the use of e-cigarettes) is prohibited:
 - indoors on council premises;
 - from building entrances/exits and surrounding grounds;
 - within council vehicles;
 - in private vehicles on authorised council business where another council employee or client is travelling in the vehicle as a passenger
- Employees who choose to smoke must do so only:
 - during designated unpaid breaks to which they are entitled under their contract of employment; and
 - out-with council controlled smoke free zones.
- Other than for certain authorised absences during core time, there is no provision within the council's [Flexible Working Hours Scheme](#) (FWH) to clock in or out, except at start and finish time and the designated unpaid lunch break. The FWH system must not be used for clocking in/out at any other time for the purpose of leaving the building to smoke or undertake any other personal business.

- Employees should only be absent from their workplace during working hours for the purposes of conducting official council business or by express permission from their line manager in accordance with a specific council policy providing for authorised leave/time off. Managers **do not** have discretion to authorise absence from the workplace during working hours to allow employees to leave the building to smoke.
- The charging of e-cigarettes on council premises is prohibited.
- Employees are responsible for reporting any breaches of the policy to their line manager and for ensuring that any visitors for whom they are responsible are advised of the policy.
- Any breach of the policy will be viewed seriously and dealt with in accordance with the council's Disciplinary Procedure

Help to Stop Smoking

- The council is committed to supporting employees who wish to stop smoking. For information on free smoking cessation classes provided by NHS Lothian email smokefreewlothian@nhslothian.scot.nhs.uk

ROLL OUT ARRANGEMENTS

- For audit purposes, Services should ensure that records are kept of the date that employee briefings were conducted and the employees who attended.
- Employees should be encouraged to read the full Smoke Free Policy available on Mytoolkit and accessible from work and home at:
- <https://www.westlothian.gov.uk/article/11825/Smoking>

HR Policy and Advice
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