
Smoke Free Policy

GRAHAM recognises the right of all employees to work in a smoke-free environment. As such all our offices and enclosed spaces are smoke-free.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not prevent exposure to tobacco smoke.

The purpose of this policy is to help protect all employees and visitors from exposure to second-hand smoke in compliance with the Public Health (Tobacco) Acts 2002 to 2015. The Company will comply with its responsibilities under the legislation to provide a smoke-free environment and to display the appropriate signage.

The policy includes but is not limited to cigarettes, pipes and tobacco. Use of devices such as e-cigarettes and vaporizers are classified as smoking and also covered by this policy.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at HR-GFM@graham.co.uk

Who does this policy apply to?

This policy applies to all employees, consultants, contractors, sub-contractors, customers and visitors.

All new employees will receive a copy of this policy on recruitment/induction.

It is a condition of their engagement, that all consultants, contractors and subcontractors fully comply with this policy.

Who is responsible for implementing this policy?

Line managers are responsible for enforcing the policy and guidelines on all our policies are included within our People Management at GRAHAM guide.

This policy, and compliance thereof, will be reviewed on a regular basis and revised as necessary.

Company rules

Buildings, premises and sites.

Smoking is strictly prohibited in all of our buildings, offices and enclosed spaces. This includes all entrances and doorways.

On sites, smoking strictly prohibited except in legally compliant smoking areas, and only during work breaks.

Vehicles

Smoking is also strictly prohibited in all company vehicles and in vehicles owned by employees that are used for business purpose unless: -

- the vehicle is used for the sole use of a driver on business and not normally used by anyone else as a driver or passenger
- the vehicle is a convertible with the roof down.

Smoking is strictly prohibited even if the door and/or windows are open.

These rules also apply to vans, minibuses and lorries which are used on business, and are available for use by a number of employees. Smoking is strictly prohibited in these vehicles even if only one person is in the vehicle.

Consequence of breach

Failure to comply with this policy will result in the matter being considered under the Company disciplinary procedures.

Help that is available

If you want to talk to someone face-to-face, ask at your GP practice or local pharmacy where you can get general advice on nicotine replacement therapy and non-nicotine treatments.