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# Smoke Free Policy

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This policy statement has been developed to protect all employees and visitors from exposure to second-hand smoke and to assist compliance with

- The Smoking (Northern Ireland) Order 2006.
- Public Health (Tobacco) Act 2002
- Smoking, Health and Social Care (Scotland) Act 2005
- Health Act 2006

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](mailto:HR-GFM@graham.co.uk)

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 included.

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.

It is the policy of GRAHAM that all of our all employees have a right to work in a smoke-free environment, and therefore all our offices and enclosed spaces are smoke-free. This applies to all employees, consultants, contractors, customers or visitors.

Smoking is not permitted in company vehicles or vehicles owned by employees who use that vehicle 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 not permitted in a vehicle with just the door and/or windows open.

Vans, minibuses or lorries are defined as pool vehicles which are used on business and are available for use by a number of employees. As such they must be smoke free, regardless if only one person is in the vehicle.

All new employees will receive a copy of this policy on recruitment/induction and are required to adhere to and facilitate the implementation of the policy. Company disciplinary procedures will be followed where there is found to be non-compliance with this policy.

On sites, smoking is allowed only in designated, legally compliant smoking areas. As a condition of employment, all subcontractor employees are required to adhere to the policy.

Under the legislation it is an offence to fail to prevent smoking in a smoke-free place. It is also an offence to fail to display appropriate signage when required.

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.