

OPTIONS FOR LIFE

SMOKE FREE POLICY

Options for Life has a responsibility to ensure compliance with the Health Act 2006 and to ensure that employees, volunteers, service users, and other parties are protected from exposure to second-hand smoke.

Employees, volunteers and service users have the right to spend their time at Options for Life in a smoke free environment. Under no circumstances are employees, volunteers, service users or visitors allowed to smoke in enclosed or substantially enclosed workplace premises owned or managed by Options for Life. This includes any vehicles owned by Options for Life.

Appropriate 'no smoking' signs will be clearly displayed at the entrances to and within all workplace premises owned or managed by Options for Life, and in all vehicles owned by Options for Life.

New staff and volunteers will receive information about the policy and the associated procedures by way of the Organisational Handbook, and service users will receive information about the policy and the associated procedures in their Welcome Books.

Options for Life's disciplinary procedures will be followed if an employee does not comply with this policy and the associated procedures. Appropriate action will also be taken in the case of any volunteer, service user or other person who does not comply with the policy and the associated procedures.

Overall responsibility for policy implementation and review rests with the Chief Executive of Options for Life. However, all employees, volunteers, service users and visitors are obliged to adhere to, and support the implementation of the policy and the associated procedures.

Whilst Options for Life are required to uphold the law by ensuring that no-one smokes in any of the workplace premises or any of the vehicles owned or managed by the organisation, the Local Authority has the power to enforce the smoke free legislation. A fixed penalty fine and possible criminal prosecution will be incurred for the offences of:

- failure to affix no-smoking signs
- smoking in an enclosed public place
- failure to prevent smoking in a public place

This policy was approved and endorsed by the Board of Trustees on 16th November 2009, with next review due on 16th November 2010.