

Introduction

The Company has a strict Cigarette Break Policy in which all employees must adhere to at all times. This company policy outlines what employees' responsibilities are when it comes to taking cigarette breaks. Therefore, it is important that employees understand this policy.

Scope

This policy applies to all of our employees who smoke and therefore take cigarette breaks at work. The following document explains the policy for cigarette breaks which managers need to implement with their employees. The purpose of this policy is to ensure that Head Office knows where employees are at all times for health and safety purposes so that they can manage things more closely.

Policy Elements

The following rules always apply;

- All employees will fill in a New Starter Form before starting working with ourselves where they are asked if they smoke or not. This is so that HR are aware of who smokes in each site.
- All cigarette breaks must take place away from the site in the designated smoking areas. All employees will be shown where this is as part of their induction process. If you are unsure of where this area is if you are working at a different site, then ask the manager or another member of staff to show you.
- Cigarette breaks need to be incorporated into the employees break entitlement, and if they go over their entitlement, the manager needs to inform HR when submitting the confirmed rotas at the end of each week so the necessary deductions can be made.
- Managers need to provide a list to HR of all the employees in their site including themselves who are smokers. This needs to be accompanied by a generic one-off rota with a breakdown of when they are going to allocate set cigarette breaks for each shift. For example, if your site has 2 set shifts for example, 6am-2pm and 2pm-11pm, you may have the following set cigarette breaks: 8am, 10am, 12pm, 4pm, 6pm and 9pm. If on average your employees usually take 2/3 smoking breaks per shift, base the rota on that. If there are some employees who are excessive smokers, the manager needs to arrange this on a case by case basis.
- Before employees take their cigarette breaks, they still need to get authorization from their manager at the current time to ensure the business needs are covered as customer service comes first. If there is not a manager available to ask, then make the decision yourself by checking how busy the site is and if there is enough cover for you to go on your break at your designated time. Remember the customers always come first, so if you are due to go on your break but there are customers in the site waiting to be served, then wait until they have gone before going on your break.
- Smoking is prohibited in any company vehicles.
- Visitors to the site are prohibited to smoke on the premises, and if an employee sees a visitor smoking on the forecourt or in the shop, then they should tell them to stop immediately as this could be detrimental due to the hazardous materials at the sites.
- Employees should inform their managers of anyone who is not complying with this policy.

Disciplinary Consequences

When an employee disregards this Policy, the appropriate disciplinary action will be taken. In the first instance you will be (depending on what element of the policy you have disregarded) given a verbal reminder of the Policy. This will be kept on file and could be used as further evidence if employees continue to repeat this failure to comply. Should there be any recorded repeat of this conduct, this may be subject to formal disciplinary action. Further consequences including fines may be issued to individuals who do not follow this policy by the local councils.

