

## **Smoking Policy**

### **Policy Statement**

BE Recruitment Ltd is committed to providing a healthy and safe working environment for all employees, clients, and visitors. In line with UK legislation and our duty of care, smoking and vaping (use of e-cigarettes) are strictly regulated within our premises and vehicles.

### **Scope**

This policy applies to:

- All employees, agency workers, contractors, clients, and visitors
- All Company premises, including buildings, entrances, and work vehicles
- All working hours, including breaks taken on-site

### **Policy Guidelines**

#### **Prohibited Areas**

- Smoking and vaping are strictly prohibited in all enclosed or substantially enclosed workplaces and communal areas
- Smoking or vaping is not permitted in any vehicle owned or operated by the Company
- This includes the use of cigarettes, cigars, pipes, and all forms of electronic cigarettes or personal vaporisers

#### **Designated Areas**

- Smoking and vaping are only permitted in designated outdoor areas clearly marked by the Company
- These areas must be used respectfully, and cigarette/vape waste must be disposed of appropriately in provided bins

### **Breaches of Policy**

Failure to comply with this policy may result in:

- Disciplinary action under the Company's disciplinary procedure
- Criminal prosecution and fines, in accordance with applicable smoke-free legislation
- Repeated breaches may lead to more serious disciplinary outcomes, up to and including dismissal

### **Supporting a Smoke-Free Workplace**

The Company encourages all employees who wish to stop smoking or vaping to seek support. Guidance and access to smoking cessation resources can be provided upon request to a line manager or HR representative.

### **Monitoring and Review**

This policy will be reviewed annually or sooner in response to legal or operational changes.

### **Document Control and Accountability**

- Effective from: 01/06/2025
- Approved by: Lisa Ridley
- Contact for queries:  
Lisa Ridley  
 0116 482 6500  
 [lisa.ridley@berecruit.co.uk](mailto:lisa.ridley@berecruit.co.uk)