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 prohibited 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 is prohibited by law in enclosed and substantially enclosed workplaces.
- Vaping is prohibited by Company policy in the same areas to support a healthy working environment.
- 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, where applicable, in accordance with the Health Act 2006 and associated Smoke-free (Premises and Enforcement) Regulations
- 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

- Review Date: 24/08/2027
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