

**Dated 1<sup>st</sup> March 2026**



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**Smoking at Work Policy**

**(including Vaping)**

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## **POLICY STATEMENT**

This policy covers any workplace premises that are owned or controlled by the Company or its Clients. The aim of the policy is to ensure that Employees, Visitors and Customers are protected from the effects of smoking and vaping wherever possible.

All employees are expected to present a professional image at all times. Smoking or vaping while in uniform, on duty, or in view of clients, visitors, or the public is strictly prohibited.

This policy sets clear expectations regarding smoking and vaping for all employees. It ensures professionalism, protects the Company's reputation, and maintains compliance with relevant legislation and site-specific requirements

In accordance with current legislation, and as part of its continuous review of health and safety matters, the Company has considered the current evidence of the health risks associated with smoking and passive smoking, as well as the discomfort suffered by non-smokers exposed to tobacco smoke, and the legal position.

In order to maintain a safe and comfortable working environment for everyone, the following policy has been updated as from **1<sup>st</sup> March 2026**.

The aim of the smoking policy is to guarantee the right of non-smokers to breathe smoke-free air at work, while also taking into account the needs of those who smoke. The policy is not concerned with whether people smoke, but with where they smoke while at work. This also applies to vaping.

Any concerns employees may have regarding smoking at work should be reported immediately to their Line Manager so that corrective action can be taken if necessary.

## **HEALTH & SAFETY ARRANGEMENTS**

The Company recognises its legal responsibilities under smoke-free legislation to ensure that nobody smokes in premises that are owned or controlled by the Company or its Clients. The Company also recognises that smoking constitutes a fire risk and a hazard to the health of all its employees, both smokers and non-smokers (as a result of "passive smoking").

As a result of the above, smoking will not be permitted in the premises, in the grounds or in any company vehicles. This restriction applies at all times and applies to those on the premises, including outside normal working hours.

The use of e-cigarettes or similar is to be treated in the same way as real cigarettes and will fall within this policy.

All visitors, temporary employees, contractors and clients will be expected to abide by the terms of the smoking policy. Appropriate "No Smoking" signs may on occasions be displayed at entrances to the premises and employees should tactfully remind visitors of the policy, if necessary.

## **SCOPE**

This policy applies to:

- All employees and contracted security personnel
- All locations, sites, and client premises where security duties are performed
- All working hours, including breaks taken on or near client property

## **NO SMOKING or VAPING IN UNIFORM**

All personnel must **not smoke or vape while wearing any part of their uniform**, including:

- Branded Clothing
- High-visibility vests
- Identification badges
- Any item that identifies them as Employees

This applies whether on duty or off duty, and whether on or off client premises.

## **NO SMOKING or VAPING ON DUTY**

All employees must not smoke or vape:

- While performing duties
- While monitoring or patrolling
- While stationed at posts, entrances, or reception points
- While escorting employees, contractors, or visitors
- While operating company or client vehicles

## **BREAKS and DESIGNATED AREAS**

- Smoking or vaping is permitted **only during authorised breaks**.
- Employees must use **designated smoking areas** where provided.
- Breaks must be taken in accordance with site procedures and must not compromise operational coverage or safety.
- Breaks must be accurately recorded within Daily Occurrence Books

- Employees must remove all uniform identifiers before smoking or vaping (e.g., high-vis, ID badge).

## **PROFESSIONAL CONDUCT**

Security personnel must ensure:

- They do not smell of smoke when returning to duty.
- They dispose of cigarette ends and vaping waste responsibly.
- They do not congregate near building entrances, exits, or public-facing areas.

## **VEHICLES**

Smoking or vaping is prohibited:

- In any company or client vehicle
- In personal vehicles when parked on client premises
- In personal vehicles when wearing uniform

## **COMPLIANCE WITH LEGISLATION**

All employees must comply with:

- UK smoke-free legislation
- Client-specific site rules
- Local restrictions on smoking and vaping

## **ENFORCEMENT**

Failure to comply with this policy may result in:

- Informal or formal management action
- Removal from site
- Disciplinary action in line with company procedures
- Contractual consequences for agency or subcontracted employees

## RESPONSIBILITIES

All employees must adhere to this policy at all times.

- **Supervisors and managers** must monitor compliance and address breaches promptly.
- **Clients** may request removal of employees who fail to meet expected standards of conduct.

## SMOKING POLICY COMPLIANCE

Please note this smoking policy will form part of the health and safety policy. Any employee who ignores this policy will be treated in accordance with the disciplinary procedure and, in the case of repeated offences, may be dismissed from the Company's employ.

## TRAINING & ADVISORY

This policy is publicly available on the Company website through the "Employment Services" tab, and new Employees are directed to this within Part 22 of their Contract of Employment.

## REVIEW

This policy will be reviewed annually or sooner if legislation, client requirements, or operational needs change.



Dated: 1<sup>st</sup> March 2026

Originally Drafted 14<sup>th</sup> January 2016 by CIPD