

# Smoking at Work Policy

## Summary

Amey is committed to the health and welfare of its employees and is particularly conscious of the issues related to the use of tobacco and vaping.

General medical opinion indicates that smoking is extremely harmful to health, not only to smokers themselves but also to others as a result of passive smoking. The company has therefore developed and enforces a dedicated smoking policy, conforming to the requirements of the smoke-free legislation.

This policy sets out the high-level principles which Amey intends to implement in all the jurisdictions where Amey has operations. However, the detailed {actions/plans/procedures} to be applied may vary from country to country in order to comply with local laws and regulations and will be available for each jurisdiction

The policy will be communicated, understood, and applied within the organisation via any suitable method and will be made available to relevant interested parties, as appropriate.

## Legal background

The UK Government has legislation relating to smoke free environments to reduce the risk of second-hand smoke as far as is possible. The legislation has been implemented across the UK, with legislation coming into force in Scotland in 2006, Wales and Northern Ireland in April 2007 and England in July 2007.

Failure to comply with the relevant legislation could result in the application of fines payable by both individual employees and/or Amey. Further details on penalties for failing to comply with legislation can be found at [Smoking at work: the law](#).

## Scope

The company will continue to provide a work environment free from the hazards of tobacco smoke. Smoking is therefore not permitted in company premises or on company property unless the area is specially designated for that purpose. Employees who work in the open air will be permitted to smoke in this environment, subject to any local safety related restrictions. However, they will not be entitled to smoke in any Amey building or enclosed space that they utilise.

Employees whose place of work is on the premises of other organisations will abide by the policy of the host organisation.

Homeworkers are not required to refrain from smoking while undertaking work that is carried out for the organisation whilst at home. However, employees should refrain from smoking during virtual meetings and on any occasion when others are invited to their home for work purposes.

Company-provided vehicles fall into the legislation and the following inclusions/exemptions to all vehicles within Amey will apply:

Smoking is not permitted in any enclosed vehicle owned, leased, hired, or used by Amey or any business vehicles with Amey branding or logos.

Employees must not smoke in their own private vehicles when carrying a passenger on Amey business.

## Electronic cigarettes and vaping

The company acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes"), personal vaporizers (PVs), and electronic nicotine delivery systems (ENDS) in the workplace, particularly as an aid to giving up smoking. E-cigarettes, PVs and ENDS are battery-powered products that release a visible vapour containing liquid nicotine that is inhaled by the user.

Although e-cigarettes and similar products fall outside the scope of smoke-free legislation, Amey prohibits the use of e-cigarettes in the workplace on the same basis as tobacco cigarettes. The rationale for a ban on e-cigarettes is that:

- although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees.
- some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police and creating an impression for visitors/customers/other employees that it is acceptable to smoke.
- the use of e-cigarettes while driving can distract and must therefore not be used in Amey vehicles or when carrying a passenger in their own private vehicles on Amey business.
- batteries have been known to fail causing fires and burns.
- the use of e-cigarettes is therefore not permitted in or on company premises unless the area is specially designated for that purpose. Where possible, appropriate arrangements shall be put in place to protect those wishing to use e-cigarettes from tobacco smoke.

### Rules of the policy

All employees, visitors, contractors, and candidates for employment will be informed of this policy and of the company's commitment to a smoking-free environment. This policy will be available to all employees via the Document Management System.

- Any employee receiving a visitor, contractor or temporary worker is responsible for ensuring that they understand that we have a smoking-free environment.
- Any employee found contravening the policy will be subject to disciplinary action, up to and including dismissal.
- Any contractor or temporary worker found contravening the policy will be reported to their employing organisation and, where appropriate, replaced.
- Where a contractor or temporary worker contravenes the policy and the employee who is supervising their work knowingly ignores this, the supervising employee may be subject to disciplinary action.

## Help and support

The company, through our Occupational Health and wellbeing offerings, will provide support to employees who wish to cease smoking. There are a number of support services available that offer support to stop smoking:

NHS Stop Smoking support and resources; download the free NHS Stop Smoking App, free personal quit plan, smoking aids, and find your local Stop Smoking service - [Quit smoking - Better Health - NHS \(www.nhs.uk\)](#).

Support available via the Employee Assistance Programme (EAP), 24/7 helpline and the My Healthy Advantage App - [Employee Assistance Programme](#).

## Responsibilities

**Corporate governance:** The Group Health, Safety and Assurance Director has the responsibility for maintaining an overview and a regular review of the policy to ensure that it complies with current regulation and good practice.

**The businesses:** Each business shall implement the requirements of this policy and develop business specific requirements, as necessary, to be sufficient to ensure adherence to legislation whilst undertaking their activities.

**Line management:** have the responsibility for the communication and implementation of this policy and related procedures, including interpretation, monitoring and any disciplinary action in response to an apparent breach of the policy.

**Employees:** all employees have a responsibility to comply with the requirements of this policy.



**Andrew Milner**  
**Chief Executive Officer**