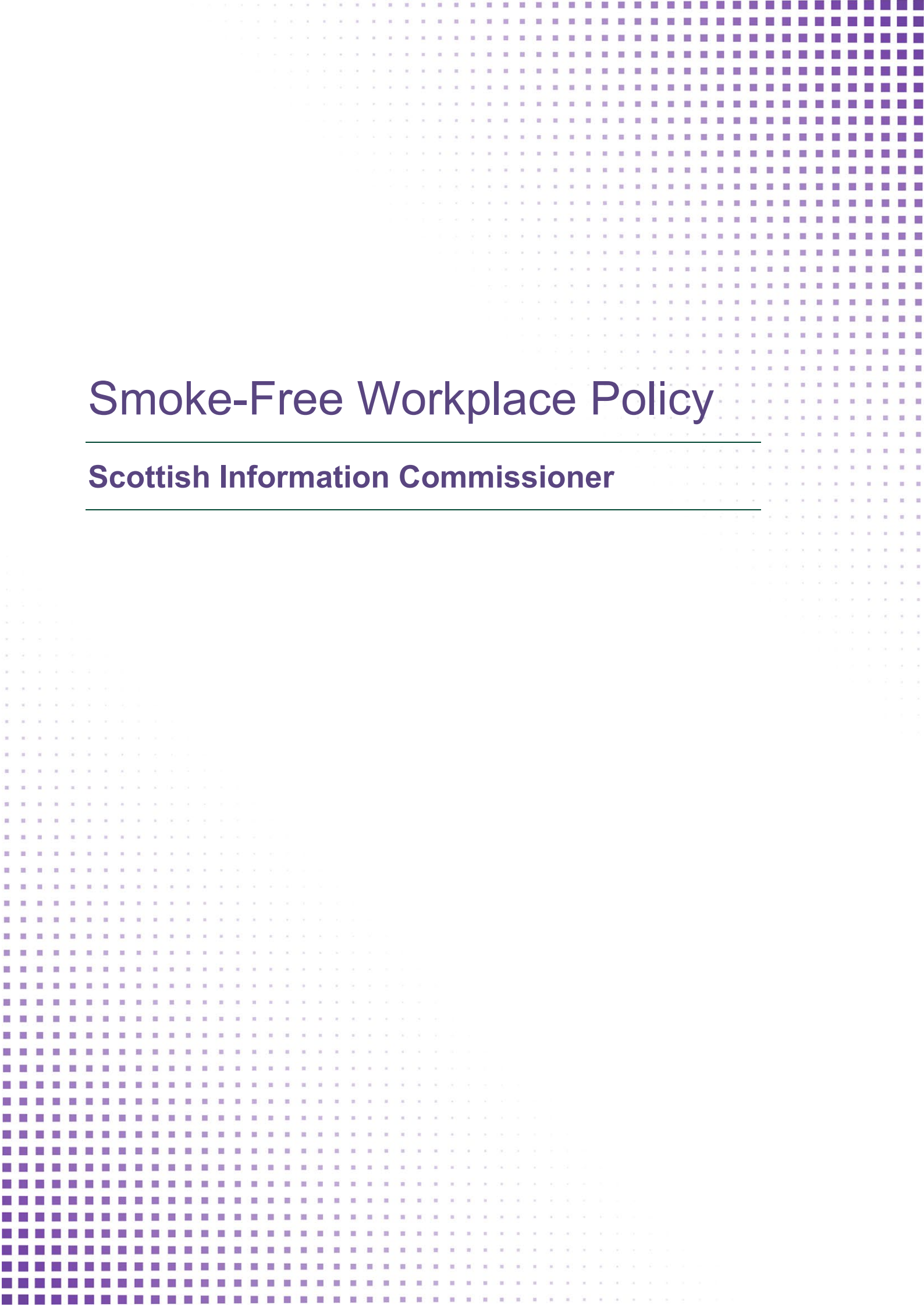




Smoke-Free Workplace Policy

Scottish Information Commissioner

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Purpose and scope

1. The Commissioner is committed to providing a safe, healthy and comfortable working environment for all employees, visitors, contractors and other people who attend our premises.
2. Smoking and exposure to second-hand smoke can have significant health consequences. We therefore operate a smoke-free workplace.
3. This policy sets out our approach to smoking and applies to all employees, contractors, visitors and members of the public attending our premises.
4. For the purposes of this policy, smoking includes the use of tobacco products, vaping and the use of e-cigarettes.
5. The organisation may apply the same restrictions to other emerging nicotine or smoking-related products where it considers this appropriate.

Smoke-free premises

6. Smoking is not permitted anywhere on OSIC premises or grounds.
7. This includes:
 - inside any building;
 - entrances and exits;
 - car parks;
 - pathways; and
 - any other outdoor area owned, occupied or controlled by the organisation.
8. The organisation will not provide a designated smoking area or smoking shelter.

Employees leaving the premises to smoke

9. Employees who choose to smoke must leave the organisation's premises and grounds.
10. Employees are not entitled to additional or extended breaks because they smoke.

Visitors, contractors and members of the public

11. Visitors, contractors and members of the public are expected to comply with this policy while on the organisation's premises.
12. Where an individual is seen smoking, they will be politely asked to extinguish the cigarette or other smoking material.
13. Staff should not put themselves at risk when challenging an individual who refuses to comply. Concerns should instead be reported to a manager.

Disposal of used cigarettes

14. Extinguished cigarettes should be disposed of offsite and not put in SIC waste bins (internal or external).

Charging, storage and disposal of used vapes and e-cigarettes

15. You should not charge or store vapes or e-cigarettes in the office.
16. Used vapes and e-cigarettes should be taken home to be disposed of - do not put in SIC waste bins (internal and external)

Support to stop smoking

17. The organisation recognises that smoking can be addictive and that stopping can be difficult.
18. Employees who wish to stop smoking will be encouraged to seek appropriate smoking cessation support. Managers should respond sensitively and, where appropriate, signpost employees to available NHS or other recognised smoking cessation services.
19. The purpose of this policy is not to penalise individuals for being smokers, but to ensure that the workplace and organisation's premises remain smoke-free.

