**1. Purpose**

The purpose of this policy is to promote a healthy, safe, and environmentally responsible workplace by setting clear rules regarding smoking. This includes the use of cigarettes, cigars, pipes, e-cigarettes, and vaping devices. NWF Facilities Ltd is committed to protecting the health and wellbeing of employees, visitors, and the wider community while also reducing its environmental impact in line with our climate change commitments.

**2. Scope**

This policy applies to all employees, contractors, agency workers, visitors, and any individuals conducting business on behalf of NWF Facilities Ltd. It applies across all company premises, vehicles, and client sites, and during working hours or any work-related activity.

**3. Policy Statement**

In accordance with the **Health Act 2006** and **The Smoke-free (Premises and Enforcement) Regulations 2006**, smoking is **prohibited in all enclosed and substantially enclosed workspaces and public areas**. This includes company buildings, vehicles, and any location where employees are performing duties.

Vaping and the use of e-cigarettes is also restricted and may only be used in designated outdoor areas where permitted by site-specific rules.

This policy supports our duty of care under health and safety legislation and our environmental commitments, particularly in reducing air pollution and contributing to improved public and planetary health.

**4. Key Rules**

* Smoking and vaping are strictly prohibited inside any company building or vehicle.
* Designated smoking areas (where applicable) must be used and kept tidy.
* Smoking breaks must be taken in accordance with the company’s break policy and with the approval of the relevant manager.
* Smoking is not permitted at entrances, exits, or near open windows or air intakes.
* Smokers are expected to dispose of cigarette butts and related waste responsibly.

**5. Climate Change Consideration**

Tobacco production and consumption contribute to deforestation, air pollution, and environmental degradation. As part of NWF Facilities Ltd’s broader **climate change strategy** and sustainability commitments, we actively discourage smoking and promote smoke-free practices across all operations. Reducing tobacco and vaping use supports our goals of minimising harmful emissions and improving the environmental footprint of our workforce and business activities.

**6. Support for Employees**

NWF Facilities Ltd supports employees who wish to stop smoking and will:

* Provide information about local and national smoking cessation support services
* Allow reasonable time to attend support programmes where appropriate
* Maintain confidentiality and encourage positive health behaviours

**7. Disciplinary Action**

Failure to comply with this policy may result in disciplinary action in accordance with the company's disciplinary procedures. This includes repeated breaches, smoking in unauthorised areas, or failing to dispose of waste responsibly.

**8. Responsibility**

* **Directors & Managers:** Ensure implementation, monitoring, and enforcement of the policy.
* **All Employees:** Comply with the policy, use designated areas, and report breaches where appropriate.
* **Facilities/Health & Safety Officers:** Maintain signage, ensure smoking areas (if any) are safe, and support environmental monitoring initiatives.

**9. Monitoring and Review**

This policy will be reviewed annually or in response to changes in relevant legislation, environmental targets, or health and safety guidance.

**Signed:**  
[Director’s Name]  
Managing Director  
NWF Facilities Ltd  
**Date:** 01.02.2025