



SMOKE FREE POLICY

NWH Group Limited
Reviewed- January 2026

Purpose

The aim of this policy is to protect all employees, customers and visitors from exposure to second-hand smoke and to comply with the Health and Social Care (Scotland) Act 2005.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

This policy applies to all employees, contractors, consultants, temporary workers, customers, members, visitors or volunteers.

Policy

It is the policy of NWH that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment.

Second hand smoke exposure increases the risk of serious illnesses such as cancer and heart disease.

The Company mandates that all workplaces are smoke-free, including Company cars and all enclosed workspaces. Dangerous exposure is not prevented by the separation of smokers and non-smokers or by the deployment of ventilation or air conditioning.

Implementation

Overall responsibility for policy implementation and review rests with HR. However, all staff are obliged to adhere to, and support the implementation of the policy. HR will inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

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E-Cigarettes or 'Vaping'

Although vaping at work is not illegal at this time, from June 2022 NWH treats vaping in indoor workspaces in the same manner as smoking a cigarette. Therefore, vaping should only be carried out in outdoor, ventilated areas. This decision has been made with a view to giving courtesy to colleagues throughout the business who may find their use uncomfortable or concerning. Please note, individuals with asthma and other respiratory conditions can be sensitive to a range of environmental irritants, which could include e-cigarette vapour. This stance will be reviewed on an on-going basis in line with evolving and emerging scientific evidence.

Employer Duties

- To display 'no smoking' signs as required by the legislation
- To ensure that employees, customers and visitors do not smoke in smoke free places and vehicles
- To investigate complaints regarding employees, customers and visitors smoking in areas which are designated as smoke free
- To inform, consult and train employees and visitors on this policy.

Employee Duties

- To ensure that they or others do not interfere with no smoking signs
- To comply with the smoke free policy
- To ensure that customers and visitors do not smoke in smoke free places and vehicles
- To report incidents of smoking in smoke free areas and vehicles.

Non-Compliance

Breaches of the legislation attract fixed-penalty fines and possible criminal prosecutions.

Failure to comply with this policy will be dealt with through the company's disciplinary procedures.

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Help For Those Who Smoke

NWH are committed to helping those with medical issues including addictions such as smoking. If you require further help please contact HR or you can also find help via the NHS who offer a range of free services to help smokers give up. Visit <http://smokefree.nhs.uk/> or call the NHS Smoking Helpline on 0300 123 1044.

Signed:

Date: 15/01/2025

Gavin Money

Managing Director

The NWH Group Ltd

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