



Smoke-Free Workplace Policy Statement

Dover District Council is committed to the health, safety and well-being of all employees and encourages its staff to be fit and healthy and therefore promotes behaviours and activities that enhance health in the long term.

This policy reflects the Council's position on smoking at work and improving the working environment for all employees and is revised to reflect the forthcoming ban on smoking in workplaces and enclosed public spaces with effect from the 1st July 2007.

General Principles

1. Work Areas

Smoking will be prohibited for all employees except for the designated smoking shelter provided at the rear of the Whitfield offices,

Officers who work at other locations must not smoke in view of the public, in their uniforms or close to the entrance. This is to protect the image of the Council and avoid staff being challenged by members of the public whilst on a designated break.

Whilst the Council cannot prevent members of the public smoking outside the offices, they will be encouraged not to do so, other than the designated smoking area at the front of the Whitfield Council Offices.

Officers working within the flexible working hours system must make a deduction of ten minutes, or such longer period as they may be away from their office, from their daily total for each break. Officers not within the flexible working hours system must take into account any break when ensuring a minimum of a 37 hour week is worked. Any absence from the place of work for the purpose of smoking must not adversely affect the operation of the Council's service.

2. Vehicles

Smoking is not permitted in any Dover District Council-owned vehicles e.g. delivery vehicles. All Council-owned vehicles will be required to display the mandatory no smoking signage at all times.

When vehicle sharing for work purposes, whatever the ownership of the vehicle, individuals should not smoke whilst others are in the vehicle, whether driver or passenger. An Officer may refuse to travel with another Officer, where smoking has taken place beforehand in the vehicle.

Staff are reminded that smoking whilst driving can be dangerous.

3. Uniforms

Council officers required to wear a uniform are not permitted to smoke in view of the public at any time whilst wearing their uniform.

4. Working on Site or at Customers Homes

It is recognised that staff working with customers in their own homes or making site visits could be at risk of second hand smoke in an environment not controlled by the restrictions of this policy.

Staff must use their discretion when making visits to customers who smoke and may respectfully request that their customers not smoke during the visit or that visits take place in a communal non-smoking area where appropriate. Where appropriate this request should be included in any letter sent in advance of the visit. Should the customer refuse this request, arrangements should be made to meet the customer at one of the Council Offices where viable.

Further advice regarding this matter can be obtained from the Environmental Health Section, or your line manager.

5. Contractors

It is the responsibility of managers to ensure that contractors comply with this policy whilst undertaking work for Dover District Council. Any vehicles used by the contractor for the purpose of their work for Dover District Council must display the mandatory no smoking signage.

6. Residential Properties

The ban on smoking in workplaces does not affect private dwellings and therefore employees working at home are not covered by this policy

7. Recruitment Procedures

Potential employees are informed of the Council's policy regarding smoking through references made to this policy in job advertisements, job packs and contracts of employment. On appointment, all new staff members will be informed of the existence and location of this policy.

Support for those who Smoke

Whilst the Council is committed to the health, safety and well being of all employees, it recognises that individuals have a right to smoke and that this policy will impact on the lives of those employees who make this choice.

For staff who smoke and want to stop, information on support available is available from the Human Resources section.

Enforcement

Any complaints by staff regarding alleged breaches of this policy by others should be made, in confidence, to the Human Resources Manager to enable investigation to be undertaken.

A breach of the policy will be dealt with under the Council's disciplinary procedure.