



# Aurora

Enriching lives, Enriching Communities

## Smoking Policy

Policy Number	Policy Developed by	Date Developed
31 - Other Policies	Helen Hogan	05.12.2018
Version	Amendments	
3	Reformatted and updated Staff to employee	
Reviewed by		Review completed
HR Quality Team		21.10.2024
CEO signature		Next Review Date
		21.10.2026

### Mission Statement

Enable people with complex needs to experience the same rights as every other citizen and as equal members of the community.

## Contents

1. Policy Statement .....	3
2. Scope .....	3
3. Responsibilities.....	3
4. Policy .....	3

## **1. Policy Statement**

1.1 Aurora Enriching Lives, Enriching Communities (Aurora) is committed to creating a healthy tobacco free, clean air environment for its' employees, people supported and visitors as per the Public Health (Tobacco) 2002, (Amendment) Act 2004 which prohibit and restrict smoking in a place of work and other public places. E-cigarettes are not covered under the smoking ban but Aurora have a policy on the use of e-cigarettes in the workplace. Aurora smoking policy includes electronic cigarettes, commonly called a vape.

## **2. Scope**

2.1 This policy is relevant to all employees of Aurora and the people we support, including any visitors to the community homes.

## **3. Responsibilities**

### **3.1 Responsibility of the Employee**

All employees are expected to abide by this policy and contribute to an environment free from tobacco and electronic cigarettes.

### **3.2 Responsibility of the line Manager**

Line Managers have the responsibility for the effective implementation of this policy and to ensure all employees adherence to the policy.

### **3.3 Responsibility of Human Resources**

Human Resources will support management with the implementation of this policy by providing recommendations and providing advice. HR will be responsible to ensure all employees are made aware of the policy.

## **4. Policy**

4.1 In line with legislation, it is the organisation's policy that all employees have the right to work in a smoke and vape free environment and that Aurora operates a workplace that is smoke and vapour free.

- 4.2 Smoking any tobacco product and/or electronic cigarettes is prohibited on company premises. This includes any company vehicles, private vehicles and anywhere on-site including car parking areas, community homes and their surrounding garden, front driveway and any entrance doorways. (Tobacco Smoke in Mechanically Propelled Vehicles) Act 2014.
- 4.3 Smoking is prohibited while out in the community and/or on any walks or outings when accompanying the people we support.
- 4.4 As the rest breaks are paid in the community homes, employees are expected to eat and relax with the people we support, however we acknowledge that some employees do choose to smoke. To accommodate this, smoking is permitted away from the community home at a minimum of 20 meters from the home grounds. Smokers are required to ensure that all cigarettes are safely extinguished and disposed of in a proper manner before returning to the home. Employees must be aware of the neighbourhood they are in and be respectful of the neighbours by removing any rubbish.
- 4.5 Smoking anywhere else on company property is strictly prohibited and any employee found in breach of this policy will be subject to the disciplinary policy where disciplinary action up to and including dismissal may be taken. Individuals who contravene the legislation prohibiting smoking in the workplace may also be liable to criminal prosecution with an associated fine.
- 4.6 Employees are required to have the permission of their manager prior to taking a smoking break. Breaks are to be kept to a minimum and any excessive use of breaks will be monitored.
- 4.7 All employees and visitors are required to adhere to, and facilitate the implementation of the policy.