

This policy has been developed to protect all employees, workers, service users, customers and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006.

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.

Policy

It is the policy of The Deploy Recruitment Group that all our workplaces are smoke-free, and all employees have the right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles (also see the organisation's vehicle policy).

Employees working remotely must not smoke or vape during video calls, client meetings or any situation where they are representing the Company. Smoking or vaping must not be visible or audible on camera.

Smoking or vaping breaks must be included as part of routine rest breaks. Additional or extended breaks for smoking or vaping are not permitted.

Heated-tobacco devices, disposable vapes, nicotine pouches or any other nicotine-delivery product must be used only in designated external areas and must follow the same restrictions as smoking.

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

Implementation

Overall responsibility for policy implementation and review rests with the HR Department. However, all staff are obliged to adhere to and support the implementation of the policy. The person named above will inform all existing employees, third parties or contractors of their role in implementing and monitoring the policy. S/he will give all new staff a copy of the policy on recruitment/induction and in the staff handbook.

Appropriate "no-smoking" signs will be displayed at the entrances to and within the premises and in all smoke-free vehicles. If any staff member is concerned about a potential breach of this policy, they should report it immediately to the HR Manager. A violation of these rules may result in disciplinary action.

Non-compliance

Disciplinary procedures, in line with the company's disciplinary policy, will be followed if a staff member does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed-penalty fine and possible criminal prosecution.

The NHS offers a range of free services to help smokers give up. Visit www.gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0169 for details. Alternatively, text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Vaping & e-cigarettes

The use of vapes or e-cigarettes in the workplace is not prohibited by legislation. Whilst it is recognised that employees may use vapes or e-cigarettes as an aid to giving up smoking tobacco, it is not known if there are any health risks to individuals from the vapour released by e-cigarettes. Using vapes or e-cigarettes by any workers or visitors is prohibited in company buildings, company vehicles, client meetings, or while working on clients' premises.

A breach of these rules may result in disciplinary action.

A handwritten signature in blue ink, appearing to be 'PS' with a stylized flourish.

Paul Smith, Managing Director

12TH January 2026