Document: JB-POLICY-018	NO SMOKING POLICY

NO SMOKING POLICY

Definitions

'Smoking' means smoking or being in possession of lit tobacco or any other lit substance that could be smoked.

'Vaping' means using an electronic inhaler to vaporises a liquid solution into an aerosol mist. This simulates the act of tobacco smoking.

Introduction

Smoking is prohibited by law in any public enclosed or substantially enclosed areas, workplaces and vehicles including on all construction sites, except in specifically designated smoking areas. Jones Bros Ruthin (Civil Engineering) Co Ltd has developed this policy to protect all employees and non-employees from exposure to second-hand smoke and to ensure compliance with smoke-free UK Legislation. It is the policy of Jones Bros Ruthin (Civil Engineering) Co Ltd, that:

- All our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment
- Smoking/Vaping is prohibited at all sites, offices, company shared vehicles, including all plant which is enclosed or substantially enclosed, with the exception of designated smoking areas
- As the potential harmful effects from being exposed to E-cigarettes (EC's) and Personal Vaporisers (PV's) passive vapours are inconclusive, the use of EC's & PV's are prohibited in all sites, offices, company vehicles, including plant which is enclosed or substantially enclosed, with the exception of designated vaping areas
- This policy applies to all employees, contractors, clients, clients' agents, visitors and any other persons attending locations and sitting in assets mentioned by this policy
- Any external designated and separate smoking or vaping areas set up at our workplaces must not be enclosed or situated near an open window or doorway and a cigarette stub receptacle must be in situ and used appropriately without the risk of fire. Where possible designated vaping areas should not be in close proximity to any designated smoking areas.

Implementation on Sites, Company Vehicles and Plant

- All Jones Bros Ruthin (Civil Engineering) Co Ltd[1] employees are required to comply with this policy
- All site management teams must ensure that all employees, contractors, clients' agents, and visitors etc. to site are aware of this policy and their role in the implementation and monitoring of this policy. They must also ensure that all new personnel are informed at their site induction, including within site rules and the company employee handbook
- Smoking/Vaping is not permitted in company vehicles unless they are used exclusively by one person and not shared. This applies even when the car is used by more than one person only occasionally or other persons use the vehicle at different times
- Appropriate "No Smoking" & "No Vaping" signs must be clearly displayed at or near entrances to all site offices, welfare facilities, in all company vehicles including fixed and mobile plant which is required to be smoke-free
- If the vehicle is being used for private purposes, it is a criminal offence to smoke in the presence of any passenger under the age of 18. For the purposes of the law, driving includes sitting in a stationary car with the engine running.

Document: **JB-POLICY-018**	**NO SMOKING POLICY**

Implementation at Offices / Training Dept / Plant Dept

- All Jones Bros Ruthin (Civil Engineering) Co Ltd employees must comply with this policy
- Office/location-based managers must ensure that all employees and visitors etc. to head office, training facilities and workshops are made aware of this policy and their role in the implementation and monitoring of this policy. All new personnel are also informed at their induction and information provided within the company employee handbook
- Appropriate “No Smoking” & “No Vaping” signs must be clearly displayed at all entrances to offices, training facilities and workshops.

Non-Compliance

Any infringement of these rules by an employee may result in appropriate disciplinary action, which will be dealt with in accordance with our disciplinary procedure. Employees are also reminded that it is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Help Stop Smoking

The following sources of support are available for smokers who want to stop:

- Help me quit helpline: 0800 085 2219 (stop smoking services in Wales)
- Smoke-free national helpline: 0300 123 1044 (stop smoking services in England)
- Smoke line free: 0800 84 84 84 (stop smoking services in Scotland).

Review

This policy will be reviewed annually, and any changes made communicated to all employees.



Hefin Lloyd-Davies
Director
November 2025