



**SMOKING AT WORK POLICY**

**JANUARY 2024**

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## 1. PURPOSE

- 1.1 The purpose of this document is to set out the policy on smoking at work and in Company owned/hired assets.

## 2. SCOPE

- 2.1 This is a group level policy that applies to all employees of Anglian Water Group Limited, with the exception of Anglian Water (Ireland) Limited and Wave Limited (and their respective subsidiaries, which include Celtic Anglian Water and Anglian Water Business (National)).

## 3. STATUS

- 3.1 This policy and guidelines are subject to regular review by the Company and are updated as appropriate.

## 4. POLICY OWNER

- 4.1 Head of Employee Relations.

## 5. POLICY

- 5.1 The aim of this policy is to provide a healthy and safe working environment, as well be compliant with the law.
- 5.2 Medical evidence shows that there may be damage to the health of non-smokers from exposure to tobacco smoke (passive smoking). Additionally, there is long standing research showing a strong link between smoking and a range of serious diseases.
- 5.3 This policy applies equally to smoking and vaping.
- 5.4 Occupational Health Advisers will provide appropriate advice regarding the effects of smoking and passive smoking, as necessary.
- 5.5 The success of this policy depends on the co-operation of all employees in ensuring the health and safety of colleagues at work.

## 6. INDOOR PREMISES

- 6.1 Employees and visitors are forbidden from smoking, including Electronic Cigarettes, in any part of the Company's indoor premises. Smoking is not allowed in customers' homes or other work premises. This is in line with legislation introduced in England and Wales on 01 July 2007 and on 26 March 2006 in Scotland.
- 6.2 There are designated external smoking areas appointed in many of the Company's sites. Employees wishing to smoke should only do so in the designated areas and only at reasonable times agreed with their Line Manager.

## 7. COMPANY VEHICLES

- 7.1 Smoking or Vaping is not permitted at any time in all company owned/hired vans and lorries (the 'commercial fleet'). No smoking stickers will be displayed in all commercial fleet vehicles.
- 7.2 Smoking or Vaping is not permitted at anytime in company cars. If a car is returned smelling of tobacco the company will arrange for the vehicle to be cleaned professionally and the costs will be paid by the person returning the car.
- 7.3 Where an individual uses their own vehicle to travel on company business, it is expected that they will not smoke or vape if they are travelling with a work colleague as a passenger.

## 8. ENFORCEMENT

- 8.1 All employees are expected to co-operate fully to ensure the health and safety of their colleagues and the Company's compliance with the law. This being the case, where employees do not co-operate, they may be referred to the [Disciplinary Procedure](#).

### LAST REVIEWED

January 2024