



Smoking Policy

1. Purpose

This policy is intended to protect all Comet Security Services Ltd employees, service users, customers and visitors from second-hand tobacco smoke exposure and to comply with the Smoke-free Premises Regulations 2007.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same air space does not completely stop potentially dangerous exposure.

2. Policy

Smoking is prohibited throughout the workplace, with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, subcontractors, customers or members, and visitors.

3. Implementation

The company director has overall responsibility for policy implementation and review. All staff are obliged to adhere to and facilitate the implementation of the policy.

The company director shall inform all existing employees, consultants, and contractors of the policy and their role in implementing and monitoring it. They'll also have to give all new personnel a copy of the recruitment/induction policy.

Appropriate 'No smoking' signs will be displayed at the entrances to and within the premises.

4. Non-compliance

Local disciplinary procedures should be followed if a staff member does not comply with this policy. The guidelines on page 12 of the booklet 'Helping to get your business or organisation ready for the new smoking law should be followed if a customer, visitor or passenger does not comply. Those not adhering to the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

5. Help to Stop Smoking

Support will be provided for smokers who want to stop. Sources of support are the Smoke Line 0800848484, the Public Health Department of your local NHS Board, or your local GP surgery. Contact details can be found in your local directory.

6. Vehicles

All work vehicles must be kept smoke-free at all times, except if only the same person uses them and never carries passengers.



7. Employer Duties

- We display No Smoking Signs as legally required.
- We ensure that employees, customers and visitors do not smoke in our workplaces or vehicles.
- We look into and promptly investigate complaints about employees, customers or visitors smoking.
- We train, inform and consult employees concerning this policy.

8. Enforcement of this Policy

Failure to comply with this policy will be handled through the company's disciplinary procedures. Visitors or public members who breach the policy will be asked to stop smoking and to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing by the organisation. Be aware that, in addition to taking action under this policy, the local council may take legal action against individuals who smoke in smoke-free places or vehicles.

A handwritten signature in black ink, appearing to read "Naveen" followed by a stylized flourish.

Signature

Director
Position

01/01/2026
Date