

# Smoking & Vaping Policy

**Starfish 9 Ltd. Smoking Policy - 2023 - Issue 3**

(Last Review 7th Jan 2023 - Next Planned Review 26th Jan 2024)

# Smoking & Vaping

## What this policy covers

To protect and enhance indoor air quality and contribute to the health and well being of all employees and visitors Starfish 9 Ltd shall be totally smoke and vape free.

Smoking and vaping is prohibited in all Starfish 9 Ltd. properties including company vehicles. Smoking, vaping or other use of tobacco products (including, but not limited to pipes, cigars, snuff or chewing tobacco) is not permitted in any part of company buildings or in vehicles owned, leased, or rented to the company.

No additional breaks beyond those allowed under the company's break policy may be taken for the purpose of using e cigarettes or tobacco products. Employees may smoke outside the building during breaks but not in doorways or entrances. All employees must also strictly adhere to clients smoking policies.

There is still a lot we do not know about e-cigarettes. They are not risk free, but based on current evidence, they have a much lower risk than tobacco.

Regardless of the potential health risks, second-hand aerosols from nearby vaping can also be a nuisance, since the e-cigarettes can include strong flavours and leave pungent odours.

All employees are expected to abide by this policy while at work, whether on company premises, at a customer's site, or in vehicles owned, leased or rented by the company. Failure to do so may result in disciplinary action.

**Name:** John Jessimer

**Signed:** 

**Position:** Managing Director

**Date:** 7 January 2023

