

MALVERN TOWN COUNCIL SMOKE-FREE POLICY

Policy

It is the Policy of Malvern Town Council that all Council workplaces are smoke-free, and all employees have a 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. This Policy applies to all employees, consultants, contractors, customers or members and visitors.

Implementation

Overall responsibility for policy implementation and review rests with the Town Clerk. However, all staff are obliged to adhere to, and support the implementation of the Policy. The Health and Safety Officer (Town Clerk) shall inform all existing employees, consultants, and contractors of the Policy and their role in the implementation and monitoring of the Policy. All new personnel will be issued with a copy of the Policy on recruitment/induction.

Non-compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this Policy. Those who do not comply with the smoke free law may also be liable to a fixed fine and possible criminal prosecution.

July 2007
