

SMOKING POLICY



ABOUT THIS POLICY

We are committed to protecting your health, safety and welfare and that of all those who work for us by providing a safe place of work and protecting all workers, service users, customers and visitors from exposure to smoke.

All of our workplaces (including our vehicles) are smoke-free in accordance with the Health Act 2006 and associated regulations. All staff and visitors have the right to a smoke-free environment.

This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers. Anyone visiting our premises or using our vehicles must also comply with the smoking restrictions set out in this policy. This policy does not form part of any employee's contract of employment and it may be amended at any time.

If you wish to suggest improvements to the policy or experience particular difficulty complying with it, you should in the first instance discuss the situation with your line manager.

WHERE IS SMOKING BANNED?

Smoking is not permitted in any enclosed or substantially enclosed premises within our workplace which for the purposes of this policy includes those of customer locations. You may only smoke outside in designated areas. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, vapour apparatus, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

No-smoking signs are displayed at the entrances to our workplace and anyone using our vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free. Any of our vehicles that are used primarily for private purposes are excluded from the smoking ban.

WHERE IS SMOKING PERMITTED?

You may only smoke outside in the designated area provided. You may smoke during your 30-minute (or as otherwise provided in your contract of employment) lunch break or otherwise at times agreed with your line manager but in any event should not be at a time, or frequency detrimental to office cover or operational effectiveness. When smoking outside, you must dispose of cigarette butts and other litter appropriately in the receptacles provided.

BREACHES OF THE POLICY

Breaches of this policy by any employee will be dealt with under our Disciplinary Procedure and, in serious case where smoking in areas which are banned, may be treated as Gross Misconduct leading to summary dismissal. Please note that smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

As Managing Director of Tomato Plant Limited, I sign below to endorse and approve this policy:

**Chris Ford,
Managing Director, 8th January 2026**