LEITHS

Built on Quality

NO SMOKING POLICY

Purpose

This policy has been developed to protect all employees, contractors, customers and visitors from exposure to second hand smoke and to comply with the Smoking, Health and Social Care (Scotland) Act 2005.

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 airspace does not completely stop potentially dangerous exposure.

Policy

It is the Policy of the Leiths (Scotland) Ltd Group of companies that all our workplaces are smoke-free and all employees have a right to work in a smoke-free environment. The company will enforce this policy at every site and regardless of hierarchy.

To comply with the Smoking, Health and Social Care (Scotland) Act 2005, smoking is prohibited throughout **all** workplaces in the Leiths Group of companies, this includes all company vehicles & mobile plant. This policy applies to all employees, consultants, contractors, customers, visitors and members of the public. Smoking is prohibited in entrances and doorways and is only permitted outside of buildings where stubbing-out bins are provided.

Implementation

Overall responsibility for policy implementation and review rests with the IMM Committee. All staff are obliged to adhere to and facilitate the implementation of the policy.

The Group shall ensure all existing employees, consultants and contractors are informed of the policy and their role in the implementation and monitoring of the policy. All new employees will receive a copy of the policy on recruitment or induction.

Appropriate “No Smoking” signs will be clearly displayed at the entrances to and within premises and within company vehicles and mobile plant.

Prohibition on Smoking

Smoking is prohibited within the entire Company's premises including all company vehicles, hired/leased vehicles and plant. Employees may smoke only at the nearest available Company's designated smoking area(s) which is/are identified at the site induction. The Company provides receptacles for smokers to dispose of cigarette butts and other smoking waste at the outside designated location where smoking is allowed.

Smoking breaks will **NOT** be given in addition to any existing contractual breaks, which apply to **ALL** staff, regardless of whether or not they are a smoker. All breaks will be managed by the relevant Line Manager and any additional time taken by an employee will be expected to be made up either at the start or finish of the contractual shift if this break time is deemed to be excessive.

Non-Compliance

Company disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

E-cigarettes/Vaping

The smoking of e-cigarettes/vaping indoors is not allowed and is restricted to designated smoking areas.

Help to Stop Smoking

Sources of support are:
Quit Your Way Scotland - 0800 84 84 84, is run by NHS24 and is staffed by trained advisors.
The Public Health Department of the local NHS or your local GP surgery. Contact details can be found in your local directory.

Grant Milne
CEO
Leiths (Scotland) Ltd
1st October 2025

LEITHS JOSS LAWRIE MARKON LEITHS Natural Stone A. ROSS & SONS