



Selby Town Council

No Smoking and E-Cig Policy

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1. Introduction

Smoking affects smokers and non-smokers alike and the UK Science Committee on Smoking and Health has shown that ‘second-hand smoke can cause lung cancer and heart disease in non-smokers and can also aggravate respiratory conditions.

2. Objective

The objective of this Policy is to establish a healthy environment for all the people (Members, employees and members of the public), either employed in or visiting Town Council premises.

3. Statement

Smoking by employees, service users and members of the public in workplaces is prohibited. This includes all areas within the premises.

Also included are Town Council owned vehicles and privately owned or leased vehicles whilst used at work for transporting colleagues.

Employees who wish to smoke may do so in their own time during authorised breaks. Employees are NOT permitted to smoke whilst carrying out their duties and responsibilities for the Council.

Appropriate signage is displayed prominently in all Council premises and vehicles in line with the requirements of the Smoke-free (Signs) Regulations 2012.

4. Remedial and Disciplinary Action

A breach of the Policy will occur if an employee:

- Smokes in smoke-free areas
- Defaces or removes signs and notices associated with this Policy
- Intentionally breaches the Policy in any other way

Appropriate managerial action will be taken in respect of employees who have breached the Policy, which may include the offer of support and, in appropriate cases, disciplinary action in accordance with agreed procedures.

Status	Date reviewed
Reviewed by Full Council	16.03.26
Date of next review	March 2029