



BOGNOR REGIS TOWN COUNCIL SMOKE FREE POLICY

Adopted by the Council at its Meeting held on 12th January 2015

It is the policy of Bognor Regis Town Council that smoking is not permitted in any part of its premises, entrances or grounds, or in its vehicles. This Policy applies to all employees, members, consultants, customers, visitors and contractors, whom it is intended to benefit.

The Council will not provide smoking areas on its premises and employees will not be given breaks for smoking during working hours.

The use of e-cigarettes is not permitted in the Council premises, in company vehicles and at any client locations where our employees are working.

The Council will help employees who wish to stop smoking through approved NHS services, and may give time off to attend such services by arrangement with management.

Overall responsibility for policy implementation rests with the Town Clerk, however all staff are obliged to adhere to and support the implementation of the policy.

Appropriate 'no-smoking' signs will be clearly displayed at the entrance to and within premises and in all vehicles.

Containers for smoking waste may be provided as appropriate outside Council premises to reduce litter.