

SMOKING POLICY

Policy Title:	Smoking Policy
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Ratified by:	Badar Chaudhry – CEO
Effective Date:	25/05/2025
Next Review Date:	25/05/2026
Version Number:	V1.0
Classification:	Not protectively marked

Purpose

This policy has been developed to safeguard all iQualifyUK employees, students, partners, contractors, and visitors from exposure to second-hand tobacco smoke and to ensure compliance with the Smoke-free (Premises and Enforcement) Regulations 2006 and the Health Act 2006.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of serious illnesses, including lung cancer, heart disease, and respiratory complications. Merely separating smokers and non-smokers, or providing ventilation, does not offer adequate protection.

Policy Statement

Smoking is strictly prohibited in all enclosed and substantially enclosed areas across all iQualifyUK premises, including classrooms, meeting rooms, communal spaces, toilets, stairwells, entrances, and all company-owned or leased vehicles. This policy applies equally to cigarettes, e-cigarettes (vapes), and all other forms of tobacco or nicotine-based products.

This policy applies to all employees, students, contractors, visitors, and any individuals conducting business with iQualifyUK.

Implementation and Responsibilities

The overall responsibility for the implementation and ongoing review of this policy lies with the Managing Director.

All staff and managers are expected to:

- Familiarise themselves with the policy and ensure its consistent enforcement.
- Advise new employees and students of the policy upon induction.
- Promote a smoke-free working and learning environment.

'No Smoking' signs will be clearly displayed at all entrances and appropriate areas throughout iQualifyUK premises in accordance with legal requirements.

Non-compliance

Failure by employees to comply with this policy will result in disciplinary action in line with iQualifyUK's formal disciplinary procedures.

Where a visitor, student or contractor fails to comply, they will be asked to stop immediately. If they continue to breach the policy, they may be asked to leave the premises.

In addition, any person found smoking in prohibited areas may be subject to fixed penalty fines and possible criminal prosecution.

Support to Stop Smoking

iQualifyUK is committed to supporting employees and students who wish to stop smoking.

Support services include:

- Smokeline: 0800848484,
- the Public Health Department of your local NHS Board, or your local GP surgery

Contact details can be found in your local directory.

Vehicles

Smoking is not permitted in any vehicle owned, leased, or operated by iQualifyUK. This applies even when the vehicle is not being used for work purposes, unless it is used exclusively by one person and never carries passengers.

Employer Duties

As a responsible education provider, iQualifyUK will:

- Ensure the display of No Smoking signs where required.
- Monitor and manage compliance across all sites.
- Act promptly on any complaints or breaches.
- Provide ongoing communication and training regarding the policy.

Policy Enforcement

All breaches of this policy will be recorded, investigated, and responded to appropriately. Repeated or serious breaches may lead to disciplinary action, and legal consequences where applicable.