

THE UNIVERSITY OF ABERDEEN

POLICY ON SMOKING IN THE WORKPLACE

1 BACKGROUND

The University of Aberdeen provides a smoke free environment for staff, students and visitors. We rely upon the consideration and co-operation of smokers and non-smokers in implementing this policy and all employees, students and visitors are expected to respect the smoke free environment.

2 POLICY STATEMENT

In accordance with the Smoking Health and Social Care (Scotland) Act 2005, smoking is prohibited in all University buildings including communal working areas, individual offices, University residences, stairwells, lifts etc. Smoking is also prohibited within vehicles owned or operated by the University or vehicles hired or leased for University business.

At work smokers may use their normal breaks to go outside to smoke.

This policy applies to University employees, students, consultants, contractors, customers and visitors. All members of the University will be required to comply with other organisations smoking policies and procedures when undertaking University business on their premises

3 ACCOUNTABILITY AND RESPONSIBILITY

Senior members of staff, Heads of School/Section and line managers have a responsibility to ensure staff and visitors within their area are aware of the policy and that its implementation is monitored. All staff are required to adhere to, and facilitate implementation of the policy. New members of staff will be informed of the policy at induction. Non-compliance by staff with the policy should be dealt with in accordance with the disciplinary procedure.

The Scottish Government has published guidelines regarding non-compliance with the legislation on smoking by members of the public. Further information on the procedures which should be followed is available at:
<http://clearingtheairscotland.com/faqs/pdf/Brochure.pdf>

4 HELP AND ADVICE¹

The University is committed to supporting anyone who wishes to stop smoking and therefore the policy aims to help and motivate smokers to give up smoking if they so wish.

¹ Further information relating to smoking and advice on how to stop smoking is available online at <http://www.abdn.ac.uk/healthyworkinglives/health-topics/smoking/>

The Occupational Health Service is available to provide advice and support to smokers who are committed to stopping. In addition, smoking cessation workshops are run on a regular basis².

Members of staff will be able to seek advice from the Safety Adviser, Human Resources Office and the Trade Unions in providing assistance to resolve any problems which arise from application of the policy.

For further information contact your Human Resources Adviser: www.abdn.ac.uk/hr

5 POLICY REVISION

This policy is effective from 9 March 2010 and will be reviewed annually.

² For further information on how to reserve a place on a workshop, contact the Staff Training and Development Section on ext 3499