

SMOKING POLICY

This policy has been developed to protect all employees, service users, customers, visitors and children from exposure to passive smoking and to comply with health and safety regulations.

Jollytots adheres to a strict no smoking policy and smoking is prohibited at any of the premises, on the surrounding grounds (including carpark), In after schools, on trips, on school runs and anywhere that staff are in the employment of Jollytots.

All staff and volunteers at Jollytots are made aware of our no smoking policy.

Procedures-

* No smoking signs will be displayed
* Staff who do smoke do not do so during working hours, unless on a break and off the premises
* Staff will not smoke at any time whilst wearing their uniform
* There is to be no smoking during working hours
* Employees should inform management of anyone who fails to comply with this policy
* Visitors not adhering to the policy will be asked to leave the premises

Breach of this policy could lead to disciplinary action

This policy was adopted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director

Reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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