

## **BT Smoking Policy**

### **Introduction**

This policy sets out BT's approach to smoking in the workplace and in BT vehicles. BT's aim is to provide and promote a healthy working environment for all employees, visitors and contractors visiting its premises. Saving lives and preventing diseases can be achieved by reducing the risks from passive smoking.

This policy is mandatory and applies to all BT people and BT locations in the United Kingdom, and in all overseas operations unless there are overriding cultural or local legislative barriers. Local exemptions overseas can be made by the LoB Lead Health & Safety Adviser where there are legal or strong cultural reasons that make the policy impractical.

### **Roles and Responsibilities**

All BT people are required to comply with this policy. Line managers are responsible for ensuring the policy is understood and observed by their people. Specific roles and responsibilities for line managers and BT Property Partners are contained in the text of this document.

### **Policy Details**

a) Smoking is not permitted in customer premises. If they have outdoor smoking areas within their site perimeter, permission should be sought from the customer first before use.

b) All BT buildings are non-smoking.

c) The location of outdoor smoking areas ("Bus Shelters" type) are provided on building notice boards. These details will be provided and updated, as required, by BT Property Partners. Local BT union representatives will be advised of the location of these designated areas.

d) All BT liveried and hired vehicles are non-smoking. There will be no smoking in Business Need cars whilst used on BT business, and Private / Company cars will be no-smoking where there are passengers and the vehicle is on business use.

e) Where outdoor smoking areas ("Bus Shelters" type) are provided, individuals are only able to use them during formal meal / rest breaks.

f) Smoking is not allowed in areas, outdoors, where there is a risk of fire, i.e. near skips, storage areas etc.

### **Designation of Smoking Areas**

The designation of outdoor smoking areas ("Bus Shelters" type or "Stubbing-out Bins") will be carried out by BT Property Partners on completion of an assessment to ensure that any relevant safety considerations or planning consent has been considered. No outdoor smoking areas will be sited within 3 metres of an entrance area, air conditioning intakes etc

### **Non- BT People**

Visitors to and Contractors working in BT premises should be made aware of the Company's policy and requested to refrain from smoking except in any designated outdoor smoking area (where they exist).

### **Non-compliance**

#### **Employees**

Employees who do not observe this policy should, in the first instance, be reminded by line management of its content and be requested to adhere to the policy. Having politely asked them to stop, it should be explained that they are committing a criminal offence (initially only in Scotland) which could attract a fixed penalty fine and that failure or refusal to pay it could result in prosecution. Any person who still wishes to smoke should be asked to leave the premises and be directed to any designated outdoor smoking area (where they exist). Usually explanation, support and encouragement is sufficient to persuade an individual to comply with the policy. Disciplinary action should only be considered as a last resort, e.g. cases where there has been a flagrant breach of the smoking policy or where safety rules have been infringed.

Where disciplinary action is considered to be the appropriate action, an individual should be dealt with in accordance with BT's General Disciplinary Procedure. Line Managers should contact their respective HR account team for advice before pursuing any disciplinary action, unless immediate precautionary action is needed for safety reasons.

#### **Visitors to or Contractors working in BT Premises**

Visitors or Contractors who do not observe this policy should, in the first instance, have their attention drawn to the "No Smoking" signs by their host. Having politely asked them to stop, it should be explained that BT has a smoke-free policy and that they are committing a criminal offence (initially only in Scotland) which could attract a fixed penalty fine and that failure or refusal to pay it could result in prosecution. Any person who still wishes to smoke should be asked to leave the premises and be directed to any designated outdoor smoking area (where they exist).

#### **Line Managers / Person in Control of a Premises**

Line managers or people in control of a premises must take action where either an employee, visitor, or contractor enters a BT Premises and smokes. Failure to take action as described above will leave them committing a criminal offence (initially only in Scotland) which could attract a fixed penalty fine and failure or refusal to pay it could result in prosecution.

Non-compliance will be enforced by Environmental Health Officers (initially only in Scotland).

#### **Related Documents**

- BT's General Disciplinary Procedure - ([ISIS PNL/EMP/H030](#))
- BT's Basic Disciplinary Rules and Procedures - ([ISIS PNL/EMP/H010](#)).

#### **Help to Stop Smoking**

Helpline support and advice for smokers who want to stop can be obtained from:  
Helplines

<http://workfit.intra.bt.com/stopsmoking/helplines.html>

UK Online Help

<http://workfit.intra.bt.com/stopsmoking/onlinehelp.html>

International Online Help

<http://workfit.intra.bt.com/stopsmoking/international.html>

## **Enquiries**

Enquiries regarding this instruction should be directed initially to your respective HR account team.

## **FAQ**

To clarify the smoking policy the following general guidance is being issued in response to numerous enquiries about this issue.

### **When does the policy come into effect?**

- The new smoking policy becomes effective on the 26th March and no smoking will be permitted inside BT Buildings after this date.

### **When will the closure of smoking rooms take place?**

- All Smoking Rooms in BT Building will be closed between the 24th and the 26th March 2006.

### **When will liveried vehicles become no smoking?**

- All Liveried vehicles will become no smoking from the 26th March

### **What is the difference between Business Need / Company Cars?**

- Business Need vehicles are normally provided due to the number of business miles travelled each year. Company Cars are provided as part of the individual's contracted terms of employment.

### **What is the effect on Business needs Cars?**

- All Business needs cars will become no smoking whilst used for business from 26th March.

### **What are the rules about smoking in company cars or private cars used on company business?**

- Company cars and private cars used on company business are non smoking if passengers are being carried on a business journey.

### **What about hired vehicles?**

- All Hired Vehicles are non-smoking at all times.

### **Won't smokers just congregate around the entrances to buildings?**

- There will be no smoking permitted within 3 metres of entrances to building and assessments are being carried out at buildings which currently have smoking rooms to identify approved permitted smoking places on site. These assessments are being conducted by BT Property in conjunction with local CWU and Connect Union Safety Representatives.
- Smoking is not permitted within 3m of any openable windows or doors or air conditioning intakes.
- Smoking is not permitted in areas where there is a risk of ignition such as near waste skips or flammable liquid stores. (This is an existing requirement)
- Where existing shelters or other facilities for smokers are provided they will be retained provided they are not substantially enclosed. If they are substantially enclosed and cannot be adapted they will be closed. This assessment will be part of the joint BT Property/Trades Union process referred to above. Any new facilities will only be provided after local assessment and will be funded by the site occupiers on a case by case basis.

### **What is BT doing to help smokers quit?**

- The new smoking cessation campaign will be launched under the Work fit brand on the 1st of March. This will allow people to register with the programme and receive information on how to access the NHS National Stop Smoking Services provided through the NHS. There will also be a variety of health information available on a dedicated intranet site
- We will provide some links to other methods of cessation such as Alan Carr Method but our main focus is ensuring people are aware of and can access the free cessation support available through the NHS.

### **Are there any exemptions?**

- This policy is mandatory and applies to all BT people and BT locations in the United Kingdom,
- It also applies to overseas locations unless there are overriding cultural or local legislative barrier. Local exemptions overseas can be made by the Global Services Lead Health & Safety Adviser where there are legal or strong cultural reasons that make the policy impractical.
- What about contractors and visitors?
- The policy applies to all contractors and visitors to BT sites. BT people hosting or managing activities will be responsible for ensuring that their visitors/contractors are aware of the requirements.