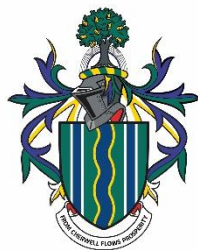


Appendix 4



Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE

Use of Electronic Cigarettes (Vaping) at Work Policy

DOCUMENT CONTROL

Organisation(s)	Cherwell District Council (CDC)
Policy title	Use of Electronic Cigarettes (Vaping) at Work Policy
Owner	Human Resources
Version	1.0
Date of implementation	1 May 2024

DOCUMENT APPROVALS

This document requires the following committee approvals:

Committee	Date of meeting pending approval
Personnel Committee	7 February 2024

DOCUMENT DISTRIBUTION

This document will be distributed to all employees of Cherwell District,

REVISION HISTORY

Version	Revision date	Summary of revision

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Use of Electronic Cigarettes (Vaping) at Work Policy

1. Introduction

- 1.1 This policy applies to anyone working for Cherwell District Council including those working through service contracts, on a casual or temporary basis, consultants and agency workers, and anyone attending Council offices including Councillors and members of the public.
- 1.2 The aims of this policy are to:
- promote a healthy work environment and protect the current and future health of employees, customers and visitors.
 - support those who wish to stop smoking.
- 1.3 Electronic cigarettes (e-cigarettes) are not covered by Smokefree legislation as they do not burn tobacco and do not create smoke. E-cigarettes aren't completely risk free, but they carry a small fraction of the risk of cigarettes
- 1.4 Whilst many people find e-cigarettes helpful as part of treatment for stopping smoking, the Council's policy prohibits the use of electronic cigarettes as set out in paragraphs 2.1 – 2.5.

2. Restrictions on use of e-cigarettes (vaping)

- 2.1 Vaping is not permitted in work time, including during online video meetings. Line managers may agree breaks as long as working time is made up and breaks do not adversely affect individual or team performance.
- 2.2 Vaping is not permitted on Council owned and operated sites, both internal and external, at any time, or by any person regardless of their status or business with the organisation.
- 2.3 Vaping is prohibited in Council vehicles, or any vehicle used to carry passengers or clients on council business e.g. taxi.
- 2.4 Vaping is prohibited in client homes or where staff are working in the community with the public or service users.
- 2.5 Appropriate 'no-vaping' signs will be clearly displayed at entrances to and within the premises and in all Council vehicles.
- 2.6 Those working from or visiting Council owned and operated sites should not congregate immediately outside the premises or where it would be considered anti-social, such as outside schools.

3. Volunteers, Consultants and Visitors

All volunteers, consultants, visitors, contractors and deliverers are required to abide by the Use of Electronic Cigarettes (Vaping) at Work Policy. Staff members are expected to inform volunteers, consultants, customers or visitors of the council's policy; however, they are not expected to enter into any confrontation which may put their personal safety at risk.

4. Non-compliance

Disciplinary action will be taken if an employee does not adhere to this policy.

5. Support to stop smoking

5.1 The use of electronic cigarettes may be part of treatment to stop smoking. Details of further support can be found below.

5.2 Stop for Life Oxon provides free local support which includes up to 12 weeks behaviour support from a trained advisor and free pharmacotherapy such as NRT. Tel: 0800 122 3790 or e-mail: info@stopforlife.co.uk or visit www.stopforlifeoxon.org

5.3 Contact the [Smokefree National Helpline](#) to speak to a trained adviser on **0300 1231044**

5.4 Advice is also available from the council's Employee Assistance Programme either [online](#) or phone **0800 030 5182**

6. Review of policy

We check our policies regularly to make sure they are up to date; the latest version can be accessed from the intranet. If you have any questions about this policy, contact the HR Team: humanresources@cherwell-dc.gov.uk.