



SMOKING POLICY

MaestrocLEAR Limited T/A CT Construction

Version 2.1

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Approved by Mark Thomson – Managing Director

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Next review March 2027

Signed

A handwritten signature in dark ink, appearing to read 'Mark Thomson', is positioned to the right of the 'Signed' label.

CONTENTS

Smoking Policy.....	1
Objective and Scope	3
Introduction	3
Responsibilities.....	3
Legal Requirement	4
Non-conformance	4
E-Cigarettes/Vape Pen Usage.....	4
Help to stop smoking.....	4

OBJECTIVE AND SCOPE

The purpose of this policy is to clearly set-out our stance on the protection of smoke-free zones, and to protect our employees, and the general public from breathing other people's tobacco smoke known as 'passive smoking', and to ensure site safety by restricting the use of naked flames/sources of ignitions at all sites under our control.

INTRODUCTION

Maestroclear Limited T/A CT Construction are committed to creating a safe and healthy environment for all employees, and visitors. Passive smoking, the breathing of other people's tobacco smoke, has been shown to cause lung cancer and heart disease in non-smokers, as well as other illnesses and minor conditions.

The use of cigarettes and means of lighting them pose a fire risk, and discarded cigarette butts and e-cigarettes (vapes) can lead to a fire, and housekeeping issues. The use of cigarettes on client-controlled sites, **is not permitted** out with their designated smoking areas.

Whilst e-cigarettes/vape pens are marketed as being able to be used anywhere including in the workplace we will **only permit the use of these products in designated smoking areas**.

This policy applies to all work sites (permanent and mobile), all work vehicles (excluding cars – owned and private), and applies to all employees, contractors, agency staff, visitors, and consultants.

This policy refers to all tobacco products. Smoking is not allowed indoors in enclosed spaces. This rule refers to:

- Working areas (offices, welfare units).
- Hallways
- Staircases
- Restrooms
- Company vehicles (excluding cars – owned and private)
- Kitchens and shared communal areas

Smoking (including use of e-cigarettes/vape pens) is restricted to natural break periods and are not allowed whilst performing operational duties. Employees should ensure that discarded cigarettes are fully extinguished, and should be disposed of in designated bins, or disposed of in general waste. It is essential to ensure that they are fully extinguished before disposing of them to prevent any fire hazards.

E-cigarettes (vapes) **MUST NOT** be disposed of in general waste; they must be disposed of in designated vape bins. These will not be provided on site, and operatives are expected to take any e-cigarettes off site to dispose of.

RESPONSIBILITIES

Our Board of Directors have overall control of this policy, they must ensure that it is implemented at all levels of the business, and they have a specific responsibility to ensure that appropriate signage is displayed within the Kinglassie head office.

Team leaders are responsible for ensuring that this policy is followed on all mobile work sites under their control, and within work vehicles (excluding cars – owned and private).

Drivers of company vehicles should report missing or damaged “no smoking” stickers within company vehicles to the office for replacement.

All our employees (permanent or temporary) have a responsibility to adhere to this policy, and when working on third-party sites/premises, they are expected to follow the site-specific rules, including those which apply to smoking.

LEGAL REQUIREMENT

Employees have a legal obligation to adhere to this policy, as the requirement to not smoke within workplaces and public places is set out under the **Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006**.

As covered previously in the policy, this regulation applies to vehicles used for business purposes including light and heavy goods vehicles and public transport such as taxis, buses, trains, and ferries.

NON-CONFORMANCE

Any infringement of this policy may result in disciplinary action up to and including dismissal in line with our [CT029 – Disciplinary Procedure](#). It is a criminal offence to:

- Smoke in smoke-free premises (all employees)
- Allow others to smoke in smoke-free premises (manager/person in charge of premises)
- Fail to display warning notices in smoke-free premises (Manager/person in control of premises).

Each criminal offence carries a fixed penalty or prosecution which differs across the UK. For further information on penalties refer to: [The Prohibition of Smoking in Certain Premises \(Scotland\) Regulations 2006](#)

E-CIGARETTES/VAPE PEN USAGE

Company vehicles should not be used to charge electronic cigarettes (E-cigs/E-cigarettes), and they should only be used within designated smoking areas.

E-cigarettes and disposable vape pens should not be disposed of in general waste. Binning vape pens can cause fires due to them being damaged or crushed, causing a spark within bin lorries, and recycling centres, putting their staff and the public at unnecessary risk.

They must only be disposed of in designated bins; these are available in various shops and service stations throughout Scotland. You can find your nearest recycling point at the following website: [Recycle vapes - Find a local recycling point](#)

HELP TO STOP SMOKING

If employees wish to stop smoking the NHS offers a range of free services to support smokers. Employees are encouraged to seek guidance from their general practitioner or local pharmacist who can provide support and signpost you to local services.

If employees are seeking support to stop smoking they can visit the NHS inform webpage - [Quit Your Way Scotland](#) or call a Quit Your Way Scotland adviser on 0800 84 84 84. The helpline is open Monday to Friday, 9am to 5pm.