USE OF ELECTRONIC CIGARETTES (VAPING) AT WORK POLICY

1. PURPOSE

Electronic cigarettes (e-cigarettes) are not covered by Smoke free legislation as they do not burn tobacco and do not create smoke. E-cigarettes are not completely risk free, but they carry a small fraction of the risk of cigarettes

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.

The separate Smoke Free policy covers restrictions on Smoking at work.

2. SCOPE

This policy applies to anyone working for Oxfordshire County Council including those in maintained schools and those working through service contracts, on a casual or temporary basis, consultants and agency workers.

3. RESTRICTIONS ON USE OF E-CIGARETTES (VAPING)

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 below.

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.

Vaping is not permitted on Council sites, both internal and external, at any time, or by any person regardless of their status or business with the organisation.

Vaping is prohibited in Council vehicles or any vehicle used to carry passengers or clients on council business e.g. taxi.

Vaping is prohibited in client homes or where staff are working in the community with the public or service users.

Appropriate 'no-vaping' signs will be clearly displayed at entrances to and within the premises and in all County Council vehicles.

4. 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.

5. NON-COMPLIANCE

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

6. SUPPORT TO STOP SMOKING

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

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

Contact the Smokefree National Helpline to speak to a trained adviser on **0300 123 1044**

Advice is also available from the council's Employee Assistance Programme either online or phone 0800 111 6387**.**

7. RELATED POLICIES

- Smoke-Free policy
- Disciplinary Procedure
- Driving at Work

Related policies can be found on the school's intranet under HR policies and guidance.

If you have any questions regarding the application of this policy contact the schools HR Adviser.

EQUALITY & DIVERSITY IMPACT MEASURE

This policy has been subject to an Equality Impact Assessment in accordance with the Council's Equality, Diversity and Inclusion Framework and is not considered to unduly impact upon any protected group. The Council will regularly monitor and review the impact of this procedure.

VARIATION OF PROCEDURES
This procedure is not contractual, and it may be varied by the Council from time to time. Examples of variation include the need to comply with new legislation or best practice guidance. Should the Council decide not to apply the procedure, either in its entirety or in part, that will not amount to a breach of contract. Changes to the procedure will be made in line with the relevant consultation process and through raising employee awareness.

VERSION CONTROL	
Date approved and published:	November 2021 (Version 1.0)
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