

## Prevention of Smoking in Work

1. The University of Manchester Conferences Limited (UMC Ltd) (“the company”) aims to provide a clean, comfortable and healthy environment for visitors, employees and students.
2. Under the provisions of the Health Act 2006 the company has a legal duty to ensure that the working environment is smoke-free and, as such, all work places and vehicles are designated as non-smoking.
3. Guidance from the HSE is that the company is obliged to give priority to non-smokers who do not wish to breathe tobacco smoke; to this end, smokers will **not be permitted to smoke within a five metre radius of the entrance to a building**.
4. For the purposes of this policy, electronic cigarettes (“e-Cigarettes”) are included as if they were cigarettes.
5. Disciplinary action may be taken in the event of contravention of this policy by employees or students.
6. The company will provide assistance to those who wish to stop smoking through the University’s Occupational Health Service and Counselling services.

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