



## **SMOKE-FREE POLICY – Appendix D**

### **Purpose**

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### **Policy**

It is the policy of Munchkin Sports that all our workplaces are smoke-free and all employees have a right to work in a smoke-free environment. The policy came into effect on 01/01/2012. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

### **Implementation**

Overall responsibility for policy implementation and review rests with Joseph Ting, Managing Director. However, all staff are obliged to adhere to, and support the implementation of the policy. Joseph Ting shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.

### **Non-Compliance**

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### **Help to stop smoking**

The NHS offers a range of free services to help smokers give up. Visit [www.nhs.uk/smokefree](http://www.nhs.uk/smokefree) or call the NHS Smoking Helpline on 0300 123 1044 for details.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 05 January 2026

Signed:

Name: Katie Lewty

Position: Operations Director