

Club Travel
Smoking and Vaping Policy 2025



1. Policy Statement

Club Travel Ltd is committed to providing a safe, healthy, and comfortable working environment for all employees, passengers, and visitors. This policy sets out the company's approach to smoking and vaping in all workplaces, vehicles, and during work activities.

Smoking and vaping are known to pose health risks to both users and those exposed to second-hand smoke or vapor. As such, Club Travel Ltd has a strict no-smoking and no-vaping policy in place.

2. Scope

This policy applies to all employees, contractors, volunteers, visitors, and anyone representing Club Travel Ltd, including but not limited to:

- Drivers
- Passenger Assistants
- Administrative Staff

3. Smoking and Vaping Prohibition

- Smoking and vaping are **strictly prohibited** in all enclosed company premises, including offices, restrooms, and communal areas.
- Smoking and vaping are **not permitted inside any company vehicles** at any time, including during breaks.
- Smoking and vaping are prohibited in any outdoor areas immediately adjacent to company premises or vehicles where it could affect colleagues, passengers, or visitors.
- Staff must adhere to all relevant local laws and regulations regarding smoking in public and workplace areas.

4. Designated Smoking Areas

- Club Travel Ltd does **not** provide designated smoking or vaping areas on company premises.

- Employees who wish to smoke or vape during breaks must do so **off-site and away from the entrance of company buildings or vehicles**, ensuring they do not cause discomfort or inconvenience to others.
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5. Health and Safety

- The company recognises the health risks associated with smoking and vaping and encourages staff to seek support if they wish to quit.
 - Information about smoking cessation resources and support is available upon request.
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6. Compliance

- All employees and visitors must comply with this policy at all times.
 - Non-compliance may result in disciplinary action, up to and including termination of employment or cessation of contracts for contractors and suppliers.
 - Drivers found smoking or vaping in company vehicles will be subject to immediate disciplinary review.
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7. Reporting

- Staff should report any breaches of this policy to their line manager or the Director, Sajid.
 - All reports will be handled confidentially and investigated promptly.
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8. Policy Review

This policy will be reviewed annually or as required by changes in legislation or company procedures.

Next review due: April 2026

9. Contact Information

Club Travel Ltd

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Club Travel Ltd is committed to maintaining a healthy and safe environment for all employees and service users.

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