



Smoke Free Policy

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Service area: People and Culture Team
Owner: Reward and Wellbeing Specialist

Scope		Entity		Business Stream	
Customers	✓	Progress Housing Group Limited (Parent)	✓	Progress Homes	<input type="checkbox"/>
Colleagues	✓	Progress Housing Association Limited (PHA)	✓	RWP	<input type="checkbox"/>
Non-Executive Directors / Trustees	✓	Reside Housing Association Limited (RHA)	✓	Progress Lifeline	<input type="checkbox"/>
Third parties*	✓	Key Unlocking Futures Limited (Key)	✓	Progress Living	<input type="checkbox"/>
		Concert Living Limited	<input type="checkbox"/>		
*Other: Visitors to the Group's premises					
Exclusions:					

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Section 1: Purpose and Policy Statement

1. Purpose

- 1.1 The purpose of this policy is to ensure a healthier and safer environment for all by ensuring that all the Group's premises are smoke free. All employees have the right to work in a smoke free environment.
- 1.2 The Group prohibits smoking, including e-cigarettes, on any part of the Group's premises or in any company-owned / leased vehicle (this does not apply to tenants within their own homes).

2. Policy statement

- 2.1 The Group will
 - remain committed to providing a smoke free working environment for all colleagues on its premises (which for the avoidance of doubt includes grounds, buildings, and vehicles)
 - prohibit the use of electronic cigarettes (e-cigarettes) in the workplace.
- 2.2 The Group will not
 - provide designated smoking areas for colleagues on its premises.

Section 2: Policy Guidance

3. Direction

Premises

- 3.1 Smoking is strictly prohibited on any premises occupied or used by colleagues or visitors of the Group. This prohibition includes smoking in any enclosed or substantially enclosed part of a premises, such as a communal stairwell or lift in a block of flats, which are accessible to the public and/or is used by any person as a place of work.
- 3.2 Smoking is not permitted immediately outside building entrances and exits (including fire exits), close to open windows and doors, or by air conditioning inlet units.
- 3.3 Smoking breaks are not permitted during working hours or on virtual meetings.
- 3.4 Smoking is not permitted in any vehicle which the Group owns, hires, or leases. Smoking is permitted in privately owned or leased vehicles, except where another person shares the journey on company business.
- 3.5 The Group respectfully asks employees not to smoke near to offices or buildings (including the perimeter and any linked car parks) and to dispose of tobacco related litter appropriately at all times.
- 3.6 Visitors must be informed of the requirements of this policy by their meeting coordinator or the representative of the Group responsible for their visit.

External visits

- 3.7 Colleagues visiting the premises of external agencies have a duty to respect the smoking restrictions in force at those premises.
- 3.8 Whilst tenant's homes and flats do not constitute workplaces, and therefore smoking in these areas by tenants and residents is permitted, colleagues are not expected to work in an environment where smoking is taking place.
- 3.9 When colleagues or contractors are required to visit a tenant or resident in their home, they can ask the tenant or resident not to smoke for the duration of the visit. Colleagues and contractors are not obliged to conduct the visit if the tenant or resident refuses to stop smoking. Colleagues have the authority to stop the visit and, as appropriate, advise the repair will be cancelled and the tenant will need to make contact to re-book, or arrangements can be made for a visit to continue at one of the Group's interview rooms in a smoke free environment.

4. Roles and responsibilities

Manager responsibilities

- 4.1 Managers are responsible for the monitoring and implementation of this policy and addressing non-compliance as appropriate.

Colleague responsibilities

- 4.2 Colleagues are responsible for following this policy and co-operating with the Group in achieving the requirements set out in the Health Act 2006, which prohibits smoking in all enclosed or substantially enclosed public premises and premises in the workplace.

Customer responsibilities

- 4.3 Customers must follow this policy whilst on the Group's premises.
- 4.4 Tenants are respectfully asked not to smoke when colleagues are conducting visits at their home.

5. Training

- 5.1 This policy will be available on the intranet and the Group will display signage that is compliant with the Health Act 2006 within offices and in company vehicles.

Section 3: Legal and regulatory

6. Legislation

- Health & Safety at Work etc Act 1974
- Health Act 2006

7. References

- None

8. Definitions

The Group	Progress Housing Group Limited (and subsidiary companies specified within the entities section)
Premises	Includes grounds, buildings and vehicles
Tenant	We will use 'tenant' when referring to any tenants or group of tenants.
Customer	We will use 'customer' for those people who use our services but are not exclusively tenants (for example, Progress Lifeline customers, homeowners, applicants on the housing register).

9. Associated policies and procedures

Document reference	Name of document
GRPOLHR22eia	Equality impact assessment – health and wellbeing
GRPOLHR22eia	Data Protection Impact Assessment

10. Equality impact assessment

- 10.1 An Equality Impact Assessment has been undertaken and the outcome deemed to be of low risk to individuals within protected characteristic groups. No actions were identified.

11. Data protection

- 11.1 A Data Protection Impact Assessment (DPIA) screening questionnaire has been completed and a full DPIA is not required.

12. Customer Voice and influence

- 12.1 Colleague voice has been captured via consultation with the People Forum.

13. Monitoring and review

- 13.1 This policy will be reviewed every 3 years unless an earlier review is prompted by an external or internal change.