



Severn Group

# Smoke-Free Policy

NOVEMBER 2023

We value the sense of belonging and family spirit across our operations. Everyone at Severn Group contributes to our success – we are incentivised and empowered to positively impact business achievements, environmental sustainability and high performance in safety.

# Introduction

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Severn Group is committed to providing a healthy, comfortable and productive workplace for all its employees.

The health hazards related to smoking are well documented. These health hazards impact on both the smoker and the non-smoker who is exposed to second hand smoke. Therefore, the Severn Group will provide a smoke-free workplace for all of its employees and visitors.

For the purpose of this Policy, the term "smoking" refers to the action of putting a cigarette, cigar, pipe, or cigarette like item etc. to the mouth; whether the item contains tobacco or not. This also includes but is not limited to the use of e-cigarettes, vapes, other electronic nicotine delivery systems and other similar devices.

## Who does this Policy apply to?

This Policy applies to all employees, officers, consultants, self-employed contractors, workers, volunteers and interns of the Severn Group. The Smoke-free Environment component of this Policy is applicable to all employees, visitors, contractors and all others accessing the organisation's grounds and facilities. It applies to all buildings, sites, grounds, offices, cafeterias, lunch rooms and vehicles owned or occupied by Severn Group.

## Our Policy's purpose

- To protect the health and safety of those who work at or visit our workplace;
- To provide a smoke-free environment, buildings and grounds;
- To minimise the fire risk attributable to cigarettes / electronic cigarettes;
- To encourage a smoke-free workforce.

## Vision

Severn Group has adopted this Smoke-Free Policy for the following reasons:

- To provide a healthy, smoke-free environment for all employees, volunteers and visitors.
- Severn Group is in a position to affect positive change within the wider community.
- To become a smoke-free organisation by recognising that smoke-free settings reinforce consistent messages to the community about the harmful effects of smoking and exposure to second hand smoke.

# This Policy

- Severn Group has a responsibility to protect the health of its employees from hazards including tobacco smoke exposure in the workplace.
- To encourage a smoke-free workforce.
- To meet legal requirements (where applicable).

## **Smoke-free environment**

- No smoking is permitted by staff, contractors and visitors at any site owned by the Company or controlled by a lease agreement, unless a designated smoking area has been established.
- If there is no designated smoking area staff wishing to smoke must do so outside of the building perimeter.
- Should staff wish to smoke during work time, it will only be permitted during scheduled breaks and in designated areas for this purpose.

## **Quitting smoking**

Your Doctor is usually the most appropriate support in the first instance if you intend on stopping smoking.

Our Employee Assistance Programmes also offer support to help you stop smoking.

If you work in ValvTechnologies you can access the Employee Assistance Programme at [Health Advocate](#) or by calling [888.293.6948](#).

If you work in any other division you can access the Employee Assistance Programme at [Spectrum.Life](#) by creating an account using the code: Severn. If you experience any issues accessing the service, please speak to a member of the People Team.

Any issues or concerns regarding this Policy should be addressed to your Line Manager or the People Team.

## **Agreement to follow this Policy**

This Policy is fully supported by The Executive Committee. This Policy is non-contractual and may be amended at any time. All Severn Group Policies can be accessed on the Group Policy Hub.



At Severn Group, our business success flows from expertise – from technical knowledge and experience that position us as a leader in our field. Not everything, however, can be engineered. The Values which underpin that success stem instinctively from the culture we seek to sustain. Everything we do is tested against our Values, and our people are encouraged to apply them every day: they are the stewards of our brand, our reputation, our heritage, our ambitions.



**Customer**



**Integrity**



**Excellence**



**Accountability**