

## **HR40**

### **SMOKING POLICY**

#### **POLICY STATEMENT**

Channel 4 is committed to providing a healthy and safe working environment, and, in conjunction with staff and Health & Safety Representatives, has formulated the following smoking policy.

#### **SCOPE**

This policy applies to everyone who works within or visits a Channel 4 building.

#### **GUIDING PRINCIPLES**

In the interests of the health and safety of all staff and visitors, smoking is not permitted within any Channel 4 building, except under the following circumstances:

- at formal social functions in the Horseferry Road Restaurant, Drum or Boardroom
- at formal social functions after 6.00pm, with permission of the relevant Head of Department

Smoking is not permitted at any time in any technical area at Channel 4. For the purposes of this policy, technical areas include all areas on the lower ground and basement floors at Horseferry Road, all plant rooms and computer rooms in all buildings and the roof areas of all buildings.

#### **RESPONSIBILITIES**

Everyone working in the Channel has an individual responsibility to ensure that they adhere to the smoking policy. Managers have an additional responsibility to ensure that the policy is applied within their respective teams.

#### **COMPLAINTS PROCEDURE**

Any member of staff wishing to raise concerns about breaches of the above policy should discuss the matter in the first instance with their Health & Safety Representative. If it is not possible to deal with the issue locally, it should be referred to the HR Department.