



Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem



Human
Resources

Smoke Free Workplace Policy

Applicable to: All Employees

Policy Owner: Employee Relations & HR Advisory - Human
Resources Division

Document History

Document Location

The most current version of this policy is available on the HR Site on Plaza. Paper copies are valid only on the day they are printed. Refer to the owner if you are in any doubt about the accuracy of this document.

Revision History

This document will be reviewed from time to time to take into account changes in legislation, organisational developments and experience of the policy in practice.

Date of this Revision: November 2016		Date of next Revision: Annually
Revision Number	Revision Date	Summary of Changes
0.1	April 2010	Policy created
0.2	May 2013	Policy reviewed and amended.
0.3	November 2016	Policy reviewed and amended to reflect move to North Wall Quay, and revised responsibilities of stakeholders

Related Documents: Protocol for Maintaining Smoke Free Workplace

Approvals

This document requires the following approvals:

Title:	Director of Human Resources
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Distribution

This document has been distributed to the approvers listed above, plus:

Name:
Senior Leadership Committee and Heads of Division
Unite Union
SIPTU Union

Smoke Free Workplace Policy

1. Introduction

On the 29 March 2004 the Government introduced regulations prohibiting smoking in the workplace¹. These new regulations cover all staff in the organisation and visitors to our Central Bank of Ireland (the Central Bank) buildings.

2. Objective

It is the policy of the Central Bank that all of its workplaces are smoke free and that all staff have a right to work in a smoke free environment. Smoking and vaping/e-smoking in all forms is prohibited. For the avoidance of confusion, vaping/e-smoking relates to the use of any non-tobacco based device from which material is drawn into the body by inhalation, irrespective of whether or not a vapour is released or the product contains nicotine.

3. Scope of the Policy

The prohibition on smoking applies to all persons in Central Bank buildings, whether staff members, contractors or visitors. Smoking is prohibited at the entrances to all buildings and within all buildings. Moreover, the North Wall Quay premises has been deemed a smoke free location.

4. Policy Details

Our commitment as an organisation is to protect all staff, service users, customers and visitors from exposure to second-hand smoke, to ensure compliance with legal obligations and to ensure a safe working environment. It is therefore the general policy that all Central Bank workplaces are smoke free and that all staff have a right to work in a smoke free work environment. This policy also prohibits the use of electronic cigarettes (e-cigarettes), personal vaporisers (PV) or electronic nicotine delivery systems (ENDS), commonly known as ‘vaping’.

As with other organisational policies, infringements by staff members of the “*Smoke Free Workplace Policy*” may be dealt with, where necessary, under the Central Bank’s Disciplinary procedures.

¹ A prohibition on smoking in enclosed workplaces was introduced under Section 47 of The Public Health (Tobacco) Act 2002 and 2004. This Act revoked the Tobacco (Health Promotion and Protection) Regulations, 1995 that had prohibited and restricted the consumption of tobacco products in designated areas and facilities.

As this policy is based on national legislation, staff should also be aware that there are potential significant penalties, ranging from financial penalties to terms of imprisonment for both individual and employers who do not comply with the law - a person guilty under section 47 (prohibition) will, upon conviction, be liable up to €3,000 or a term not exceeding 3 months in prison.

Any staff member leaving the premises to smoke must comply with the provisions of Flexi Time Regulations.

5. Roles and Responsibilities

Central Bank staff and contractors have an obligation to comply with this “*Smoke free Workplace Policy*” and the related national legislation. Furthermore, authorised officers from the Health Service Executive and the Office of Tobacco Control are entitled, on foot of a complaint, to visit any of our premises in order to monitor compliance with the requirements.

An infringement of this policy on any of our premises will be dealt with by local management. It should be reported to the front-of-house security who may further report it to the individual’s line management.

The Bank supports all efforts by staff to stop smoking and information about supports to quit smoking are at the Wellness tile on Plaza.

6. Associated Policies, Procedures, Supporting Documents

Disciplinary Procedure

7. Referencing and Sources

A prohibition on smoking in enclosed workplaces was introduced under Section 47 of The Public Health (Tobacco) Act 2002 and 2004. This Act revoked the Tobacco (Health Promotion and Protection) Regulations, 1995 that had prohibited and restricted the consumption of tobacco products in designated areas and facilities.