

Smoking Policy

Introduction and Commitment

Capital Sky Ltd is committed to providing a safe, healthy, and professional working environment for all employees, clients, visitors, and third parties. This includes maintaining smoke-free workplaces in line with the [Health Act 2006](#) and all applicable smoke-free legislation.

This policy applies to all Capital Sky offices, plant yard, site offices, welfare facilities, work areas, and any other premises where Capital Sky is operating as principal contractor or otherwise responsible for site control.

This policy applies to all individuals on site, including employees, contractors, subcontractors, clients, visitors, and any other persons entering Capital Sky-controlled environments.

Policy Statement

Capital Sky operates a strict smoke-free policy across all workplaces. Smoking, including the use of e-cigarettes and vaping devices, is not permitted in any enclosed workplace, work area, welfare facility, or company vehicle.

A "workplace" includes all areas under Capital Sky control, and the policy applies at all times, not only during normal working hours.

Designated Smoking Areas

Where required, designated smoking areas will be provided outside of buildings or site welfare facilities. These areas will be located in safe, clearly defined external locations and, where provided, may include sheltered provision; however, any shelter must remain open, well ventilated, and must not create an enclosed or partially enclosed space. These areas must be kept safe, tidy, and free from fire risk at all times. Fire extinguishers must be located in close proximity to designated smoking areas and must be appropriate for dealing with incipient fire risks associated with smoking materials. Smoking is only permitted in these designated areas and only during agreed breaks approved by management.

Smoking is not permitted in or near entrances, exits, site accommodation, welfare facilities, or any area where it may affect others or present a health, safety, fire risk, or reputational risk.

External Areas and Company Image

Capital Sky is committed to maintaining a professional business image at all times. Smoking is therefore prohibited in all external areas of company-controlled premises, including car parks, main entrances, and client-facing environments.

This requirement applies equally to all staff and visitors.

Company Vehicles

Company vehicles are considered smoke-free environments at all times. Smoking and vaping are strictly prohibited in all company vehicles, including vans and cars, whether driven alone or with other passengers.

Visitors and Third Parties

This policy applies equally to all visitors, clients, subcontractors, and delivery personnel. Site signage will indicate smoke-free requirements, and staff are expected to reinforce this policy politely where necessary.

Compliance and Legal Obligations

Capital Sky complies fully with smoke-free legislation, including requirements to:

Maintain smoke-free environments

Display appropriate signage

Prevent smoking in prohibited areas

Ensure compliance across all workplaces and vehicles

Individuals who do not comply with smoke-free legislation may also be personally liable to fines or enforcement action.

Breach of Policy

Failure to comply with this policy will be treated seriously.

Where an individual is found smoking in breach of this policy, they will initially be reminded of the requirements. Continued or repeated breaches will be managed under the Disciplinary Policy and may result in formal disciplinary action.

Smoking in prohibited areas is considered misconduct, and repeated breaches may result in dismissal.

Managers are responsible for ensuring consistent enforcement of this policy.

Support for Smokers

Capital Sky recognises that some employees may require support to comply with this policy.

Employees who wish to stop smoking or reduce smoking are encouraged to speak to their line manager, who can provide guidance on available support services.

This policy is not intended to require employees to stop smoking, but to ensure smoking is carried out only in permitted areas.

Policy Review

This policy will be reviewed annually, or sooner if required due to changes in legislation, operational requirements, or client expectations.

Name: Martin Maloney

Position: Chief Executive Officer

Signature:



Dated: 15/05/2026

Latest Review Date: 15/05/2027