

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Smoke-Free Workplace Policy  
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**Approved By:** +Kevin Doran, Bishop of Elphin



*Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.*

*This document outlines the Diocesan policy on a Smoke-Free Workplace. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).*

In line with legislation, it is diocesan policy that all staff members have a right to work in a smoke-free environment and that we operate a workplace that is smoke-free.

Therefore, smoking any tobacco product and/or electronic cigarettes is prohibited in all staff working areas. This policy applies to all staff members, consultants, contractors, parishioners and visitors.

Smoking is only permitted in designated smoking areas, if available. All smoking activities must be contained within the smoking area/shelter provided, and users are required to ensure that all cigarettes are safely extinguished prior to leaving this area. Smoking anywhere else on 'diocesan/parish' property is strictly prohibited and any staff member found in breach of this policy will face disciplinary action, up to and including dismissal. Individuals who contravene the legislation prohibiting smoking in the workplace may also be liable to a criminal prosecution with an associated fine.

Staff members are required to have the permission of their manager prior to taking a smoking break. All staff and visitors are required to adhere to, and facilitate the implementation of, the policy.

We encourage all staff members who smoke to contact the HR Advisor to find out how best to get support to deal with their habit.

*For further information please contact:*

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