



Smoking Policy

To comply with legislation, smoking is not permitted inside the Eurospeak Language School buildings.

If you do smoke, this will only be allowed during authorised breaks and only in outside areas as explained to you during your induction.

You **MUST** not smoke outside the entrance to the Eurospeak building. This blocks the entrance, allows smoke to go inside the building, blocks the public pavement area, and also causes an unpleasant annoyance for the other businesses located on Chain Street.

Employees found to be in breach of this policy, which will be regarded as gross misconduct, will be subject to the disciplinary procedures as laid out in this Handbook.