

## STAFF SMOKING AREAS

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### Staff Smoking Areas

This Information Notice is issued to advise all colleagues of the staff smoking areas available to them.

#### Green passholders:

The passenger airside smoking shelter which is located on the first floor of the terminal, accessed via the Castle Rock bar can be used by **green pass holders only**. This smoking area is also used by passengers, staff are reminded that whilst using the area they are a representative of both their own company and the Airport and must always conduct themselves in a professional manor.

#### Red and Blue pass holders:

Modifications have been made to the external Airside staff smoking shelter located between the ATC Tower and Terminal building. This smoking shelter is now open and is to be used by **Red and Blue pass holders only**. The access door has an ID card reader installed, like all other access doors you shouldn't allow tailgating, in the event this happens you must check the individual is authorised to access the area.

#### Landside:

The landside smoking shelter is the only area in which all staff can smoke. This smoking area is also used by passengers, staff are reminded that whilst using the area they are a representative of both their own company and the Airport and must always conduct themselves in a professional manor.

Staff are reminded that smoking is not permitted outside of the revolving doors, walking between the departures and arrivals buildings or within the area of the Bus Interchange.

**Any staff member reported or found to be smoking outside of a designated area or within an area they are not permitted will be investigated and the necessary action taken, this includes third party colleagues. Where there is a breach of security access, ID passes will be removed.**

Further to the above, if any passengers are seen smoking outside of the revolving doors on the Terminal Front, the onus is on ALL Airport I.D pass holders to politely direct passengers to the designated smoking shelters.

Should you require any further information or guidance relating to smoking rules and regulations please contact the Airport Duty Manager on 07880 787513.

**END**

Originator - (Role)	Airport Duty Manager	Issued By - (Role)	Compliance Manager – Operations and Safety
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