



## No Smoking Policy

Industrial Door Systems Ltd. understand the hazards arising from exposure to second hand smoke. This includes an increase in the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers within the same airspace does not completely stop potentially dangerous exposure.

It is the policy of IDS Ltd. that all of our workplaces are smoke free and we acknowledge all employees have a right to work in a smoke free environment. As a result of this smoking is prohibited in all enclosed and substantially enclosed premises in the workplace.

This includes company vehicles where more than one person could be expected to use them regardless of whether they are in the vehicle at the same time. This policy applies to all employees, consultants, contractors, customers and visitors.

Overall responsibility for policy information and review rests with J W Barnett (Managing Director) and all employees are required to adhere to this policy and support the implementation of it. All new employees will be made aware of this policy and have its contents explained on recruitment or during induction.

Appropriate 'No-Smoking' signs will be clearly displayed at all entrances to and within premises (temporary or not) and in all smoke free company vehicles.

To ensure compliance with the law signs need to be displayed in a prominent position at every entrance to the premises. Signs should display the international 'No Smoking, Symbol in each compartment where someone could sit.

IDS Ltd has no legal responsibility to provide external designated smoking areas. However, should we decided to do this we will have a legal duty to maintain the area (s).

Disciplinary procedures will be followed if an employee does not comply with the policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine or criminal prosecution.

We are committed to helping employees to give up smoking by making the aware of the assistance available. The NHS offers a range of free services to help smokers give up. Employees should visit [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk) or call the NHS smoking Helpline on 0800 169 0169 for details. Alternatively they can text 'GIVE UP' and their full postcode to 88088 to find your local NHS stop Smoking Services.

*J. W Barnett*

**J W Barnett  
Managing Director  
2011**

**Date: 4<sup>th</sup> October**

