

ENGINEERED SYSTEMS (ELECTRICAL) LTD
Unit 1 Waterside Industrial Park, Waterside Road,
Leeds, LS10 1RW

NO SMOKING POLICY

PURPOSE:

ENGINEERED SYSTEMS (ELECTRICAL) LTD understand the hazards arising from exposure to secondhand smoke. This includes an increase in the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and nonsmokers within the same airspace does not completely stop potentially dangerous exposure.

SCOPE:

It is the policy of ENGINEERED SYSTEMS (ELECTRICAL) LTD that all of our workplaces are smoke free, and we acknowledge all employees have a right to work in a smoke-free environment. 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.

CONTROL MEASURES:

Smoking is prohibited in all enclosed and substantially enclosed areas in the workplace.

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 are displayed in a prominent position at every entrance to the premises. Signs are to be a minimum of A 5 in area, (at least 70 mm in diameter) display the International No Smoking symbol and the words No Smoking 'It is against the law to smoke in these premises'.

For secondary entrances used by employees only or smoke-free premises within larger smoke-free premises a smaller sign may be used consisting of the No Smoking symbol (at least 70 mm in diameter). Smokefree vehicles must also display a sign which shows the International No Smoking symbol (at least 70 mm in diameter) in each compartment where someone could sit.

Electronic cigarettes - To avoid confusion on interpretation and enforcement of the No-Smoking Policy, e-cigarettes will be treated as cigarettes under this policy, i.e., prohibited inside or near to building openings. Charging of vape pens on company premises is strictly forbidden.

Overall responsibility for policy information and review rests with Michael Keith, 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.

We are committed to helping employees to give up smoking by making them aware of the assistance available. The NHS offers a range of free services to help smokers give up. Employees should visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0300 123 1044 for details.

CONSEQUENCES OF NON-COMPLIANCE:

Where an employee commits a clear breach of company rules relating to this policy, action will be taken under our disciplinary procedures as appropriate.

Signed by the Executive Responsible for Health and Safety:



Michael Keith
Managing Director
Date: 28th August 2025