

Implementing the policy

The final policy should be announced three months before you intend to introduce it.

This gives you enough time to adjust any contracts.

The policy will need to be appropriately integrated into:

- Terms and conditions of employment
- Staff contracts
- The staff handbook
- The health and safety handbook
- Any prospectus produced for clients
- Job adverts
- Information sent to prospective employees
- The interview process
- Letters offering employment
- Induction programmes for new staff
- Service specification with contractors

In the time leading to the implementation of the new policy, a countdown period is useful to maintain momentum and to keep up awareness of the policy.

No smoking signs should be mounted around your premises, particularly at reception and entrances.

You will need to publicise the introduction of the policy. This could be through internal PR, memos, newsletters, or the IT system, if applicable.

For further information please see the section on 'Managing policy introduction and monitoring its effectiveness'.