

## Human Resources Focus SMOKE FREE POLICY

### 1. PURPOSE

1.1 Human Resources Focus aims to provide workplace participants with a healthy work environment. To minimise the risks associated with smoking and exposure to passive smoking in the workplace, Human Resources Focus has adopted a policy of providing a smoke-free workplace.

### 2. COMMENCEMENT OF POLICY

2.1 This Policy will commence from 6/1/2020. It replaces all other no-smoking policies of Human Resources Focus (whether written or not).

### 3. APPLICATION OF POLICY

3.1 This Policy applies to employees, agents and contractors (including temporary contractors) of Human Resources Focus, collectively referred to in this Policy as 'workplace participants'.

3.2 This Policy does not form part of any employee's contract of employment. Nor does it form any part of any other workplace participant's contract for service.

### 4. NO SMOKING RULES

4.1 Smoking is banned in:

- (a) all Human Resources Focus buildings and Human Resources Focus vehicles, and
- (b) all outdoor areas.

### 5. NO-SMOKING SIGNS

5.1 No-smoking signs have been installed in areas already designated as smoke free. Similar no-smoking signs will be installed in areas which become smoke free under this policy. These signs should be observed at all times.

5.2 Employees who smoke outside the premises should not do so near the main entrance to the workplace (and no less than 4 metres from a pedestrian access point to a public building). They should also ensure that they dispose of cigarette butts and other litter carefully.

### 6. SMOKING BREAKS

6.1 Smoking breaks may only be taken during designated break times.

6.2 Breaks may be staggered to limit the disruption to operations.

6.3 Special arrangements may be made to accommodate smoking breaks during periods of overtime.

## 7. BREACH OF THIS POLICY

- 7.1 All workplace participants are required to comply with this Policy at all times. If a workplace participant breaches this Policy they may be subjected to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with Human Resources Focus terminated or not renewed.

### ***Variations***

*Human Resources Focus reserves the right to vary, replace or terminate this policy from time to time.*

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