

Smoke-Free Workplace Policy

1. Purpose

- 1.1 This policy has been developed to support health improvement and to ensure a safe, smoke-free workplace for employees, visitors, and customers.
- 1.2 Tobacco smoking is the leading cause of preventable disease and death in Australia. Workplace exposure to passive smoking is a significant occupational health and safety hazard.

2. Scope

- 2.1 This policy applies to all ServiceFM employees, workplaces, and work activities.

3. Policy Statement

- 3.1 ServiceFM is committed to providing a safe and healthy working environment for all employees and has a legal commitment to provide a safe and healthy workplace for all employees, visitors, and other persons.
- 3.2 As a result, at ServiceFM, smoking is only permitted during scheduled regular breaks and in designated smoking areas.

4. Principles

- 4.1 ServiceFM will not permit smoking inside any of its owned or rented buildings, on a client's premises or in motor vehicles.
- 4.2 Smoking will only be permitted in clearly marked and/or designated smoking areas outside of enclosed workplaces. Designated smoking areas will not include areas around entrances to workplaces, doorways, windows and/or in the vicinity of air conditioning intakes.
- 4.3 Where possible, designated smoking areas will be protected from sun and rain and have some seating provided. Sand-filled receptacles must be provided for butts as an effective control for litter and to reduce the likelihood of creating a fire hazard.
- 4.4 It is a condition of employment that employees must comply with this Smoke-Free Workplace Policy. Non-compliance will be considered a breach of policy and health and safety expectations and will result in appropriate disciplinary action being taken against the employee concerned.
- 4.5 To assist smokers who may wish to modify their habit and/or quit smoking, support such as **referral to smoking cessation support services** will be made available to help them adjust, including the Employee Assistance Program.

5. Feedback

Feedback about this document can be emailed to compliance@servicefm.com.au

6. Endorsement

6.1 This policy is authorised, supported, and approved by:



James Pollock – Chief Executive Officer

Date: 01/04/2021