

SMOKE FREE POLICY

Title: Smoke Free Policy

Abstract: This document details the policy regarding smoking at work. The policy is mandatory.

Author: [Author Name]

Business Approval: [Approver Name]

Date Issued: [Date Issued]

AMENDMENT RECORD

Issue Number	Date Issued	Description and Author
001		Original Issue

Smoke-Free Policy

Outline

It is the Company's policy that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment and not be exposed to second-hand smoke. This is also a statutory requirement. Consequently, the Company's business premises are no smoking premises and smoking is prohibited in all areas of the workplace at all times with no exceptions. This includes company cars and other company vehicles. The Company is committed to protecting the health and safety of all of its employees.

The Company's policy on smoking applies not only to employees but also to visitors to the workplace, including clients, customers, contractors, agency workers and suppliers.

In addition, the Company wishes to portray a professional business image to its clients, customers and suppliers when they visit the Company's business premises. Therefore, employees are not allowed to smoke immediately outside the entrances to its business premises.

Appropriate "No Smoking" signs are clearly displayed at the entrances to and within the workplace.

Smoking breaks

If you wish to smoke, you must do this in your own time either outside your normal hours of work or during your lunch break. You are not permitted to take additional smoking breaks during the day.

At the Company's absolute discretion, employees are permitted to take two smoking breaks of [five] minutes each during the working day, one during the morning and one during the afternoon. Where a smoking break is taken during the working day, the employee is required to deduct an equivalent amount of time from their designated lunch break. The Company reserves the right to withdraw the privilege of smoking breaks at any time and from time to time.

Implementation

All employees are required to adhere to the terms of this policy at all time