

## **SMOKING POLICY**

### **POLICY STATEMENT:**

HR Staff n Stuff is a smoke free workplace. Smoking is prohibited within the confines of the HR Staff n Stuff office, in the common areas and within the car park. Staff adherence to this Smoking policy is a condition of employment.

It should also be noted that team members who fail to consider the safety of others at work by not complying with the non-smoking policy may be personally liable to a fine under Section 20 the Occupational Health and Safety Act 2000.

### **PROCEDURES:**

- a. Smoking is not permitted under any circumstances on the premises.
- b. HR Staff n Stuff requires team members to use the area at the front of the premises near the driveway entrance to smoke, in line with Body Corporate instructions.
- c. Smokers must ensure they extinguish all cigarettes properly and dispose of their cigarette butts in a responsible manner. Smokers may place cigarette butts in the outside bins or provide their own portable ashtray for disposing of cigarette butts. No cigarette butts are to be placed in any inside bin. HR Staff n Stuff actively discourages littering of any type, especially dropping cigarette butts on the ground.
- d. HR Staff n Stuff personnel must always uphold a professional appearance. We encourage smokers to limit smoking publicly at our clients. When necessary to smoke at a client, all HR Staff n Stuff team members must be considerate of others as well as comply with any relevant signage on site or client smoking policy.
- e. Team members must smoke on approved breaks or make up the time taken for each cigarette break. They must remove themselves as much as possible from the view of any clients, adhere to all non-smoking regulations as set by the client and ensure all butts are extinguished properly and disposed of responsibly.
- f. Smokers are required to adequately disguise the smell of smoke on clothes or breath after having a cigarette, for the comfort of colleagues and clients.