



Smoke Free Policy

This Smoke Free Policy applies to all Employees of the business.

The objective of the policy is to protect the health, safety, and wellbeing of all employees by providing a smoke-free work environment.

The requirement is for all staff to comply with the Smoke Free Policy.

Procedures (not required)

Purpose

The purpose of this policy is to protect the health, safety, and wellbeing of all employees, visitors, and contractors at Sydney Drafting Concepts and Designs by providing a smoke-free work environment. This policy sets out the guidelines and expectations for maintaining a smoke-free workplace, in compliance with relevant legislation and regulations, such as the *Work Health and Safety Act 2011* and local smoke-free environment laws.

Objective

The objectives of this policy are:

- To protect employees, visitors, and contractors from the harmful effects of second-hand smoke and to promote a healthy work environment.
- To comply with relevant legislation and regulations relating to smoke-free workplaces and public health, such as the *Work Health and Safety Act 2011* and local smoke-free environment laws.
- To support employees who wish to quit smoking by providing information and resources on smoking cessation and creating a supportive work environment.
- To enhance the company's reputation as a responsible employer that prioritises the health and wellbeing of its employees.

Policy Requirements

In order to achieve the objectives outlined above, the following requirements must be met:

- **Smoke-Free Premises:** All Sydney Drafting Concepts and Designs premises, including office buildings, common areas, company vehicles, and outdoor areas within the property boundaries, will be designated as smoke-free. Smoking, including the use of electronic cigarettes (e-cigarettes) and other smoking devices, is strictly prohibited in these areas.
- **Designated Smoking Areas:** If deemed necessary, Sydney Drafting Concepts and Designs may provide designated smoking areas located outside the property boundaries, where smoking is permitted during authorized breaks. These designated smoking areas must comply with relevant legislation and regulations and be clearly marked with appropriate signage.
- **Signage:** Sydney Drafting Concepts and Designs will display clear and visible signage at all entrances and throughout the premises, indicating that the workplace is a smoke-free environment.
- **Communication and Training:** Sydney Drafting Concepts and Designs will ensure that all employees, visitors, and contractors are made aware of the Smoke-Free Workplace Policy and are provided with appropriate training and information about the policy and the health risks associated with smoking and exposure to second-hand smoke.

- **Smoking Cessation Support:** Sydney Drafting Concepts and Designs will provide employees with access to information and resources on smoking cessation, including Employee Assistance Programs (EAP), quit-smoking programs, and other relevant support services. This may also include offering flexible work arrangements or additional breaks for employees participating in quit-smoking programs.
- **Enforcement and Compliance:** All employees, visitors, and contractors are expected to comply with the Smoke-Free Workplace Policy. Non-compliance with this policy will be treated as a breach of workplace rules and may result in disciplinary action, up to and including termination of employment or the termination of a contract or agreement. Supervisors and managers are responsible for ensuring compliance with this policy within their respective areas of responsibility.
- **Monitoring and Review:** Sydney Drafting Concepts and Designs will regularly monitor and review the effectiveness of the Smoke-Free Workplace Policy to ensure it remains aligned with best practices and legislative requirements. Feedback from employees, visitors, and contractors will be used to inform this review process and to identify any areas for improvement.

The Director is responsible for communicating the Smoke Free Policy to all persons working for or on behalf of the organisation and making it available to interested parties.