



Smoke Free Workplace Policy

Rev 4.0 | 09/06/2015

Overview

This policy aims to guarantee all employees the right to work in areas free of tobacco smoke.

Our values include being *Disciplined* and *Reliable* and therefore we act on our responsibilities to identify and remove potential and recognised risk to health and safety.

Purpose

As well as damaging the health of smokers, there is strong scientific evidence that passive smoking is hazardous to health.

In accordance with its desire to promote a healthy and safe workplace for those who work at or visit **nbn** premises, **nbn** has developed a smoke free workplace policy.

Scope

This policy applies to all **nbn** employees, contractors and consultants that work at **nbn** workplaces. Visitors to **nbn** workplaces must also comply with this policy.

Policy

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees and visitors to our premises, **nbn** is an entirely smoke free workplace. Smoking is banned from all our workplaces.

Smoking is prohibited in all work and other common areas. This includes conference and meeting rooms, private offices, hallways, entrances, meal rooms, stairs, restrooms, car parks, employer owned or leased vehicles, and all enclosed facilities.

No additional breaks are allowed to any employee who smokes.

Breach of Policy

Failure to comply with obligations under this policy may lead to disciplinary action being taken by **nbn**. For **nbn** employees, such disciplinary action may include the termination of employment.



Assistance for smokers

nbn recognises the benefits of a smoke free environment for all employees and visitors. **nbn** also recognises the challenges this presents for those who smoke. **nbn** is supportive of employees willing to participate in programs (e.g. QUIT program) that will assist them to stop or curb smoking.

Information about QUIT programs are available at <http://www.quit.org.au>.

Roles and Responsibilities

Employees, contractors and consultants, are responsible for complying with this policy.

Managers are responsible for ensuring compliance with the smoking policy for areas and teams that they manage.

Further Information

Please contact your Manager or the Human Resource Support Centre if you require additional information in relation to this policy.