

**Note: Delete this page once you complete tailoring the template for your own business**

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You should obtain independent legal advice prior to terminating the employment of any employees, or any contract you have with a contractor, for breach of the no-smoking policy.

### **How to complete this template**

#### **Designed to be customised**

It is completely customisable based on your specific requirements.

#### **Include what you must and can comply with**

This document should be used in conjunction with your contract of employment, and any specific company procedures and processes. Only include the commitments you are confident you can comply with, make sure you update and review the document regularly.

**Important:** You may have legal obligations to your employees under an employment or industrial agreement such as an award, workplace agreement or employment contract. Make absolutely certain what's written in this document is consistent with these. If you're unsure what covers your employees, ACFA Members can contact ACFA's workplace advice team on 1300 342 248 or on 02 4340 2000 for further advice/assistance.

#### **To complete the template:**

1. Using Word's Replace function, search for (INSERT COMPANY NAME) and replace with your company name.
2. Replace (items in brackets) with your own wording.
3. Once you have finished work on the template, delete the introduction/explanation page/s of the document.
4. Update page numbers.

#### **Disclaimer**

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## Smoke Free Policy

### 1. Purpose

- 1.1 (Insert company name) aims to provide workplace participants with a healthy work environment. To minimise the risks associated with smoking and exposure to passive smoking in the workplace, (insert company name) has adopted a policy of providing a smoke-free workplace.

### 2. Commencement of Policy

- 2.1 This Policy will commence from XX/XX/XXXX. It replaces all other no-smoking policies of (insert company name) (whether written or not).

### 3. Application of Policy

- 3.1 This Policy applies to employees, agents and contractors (including temporary contractors) of (insert company name), collectively referred to in this Policy as 'workplace participants'.
- 3.2 This Policy does not form part of any employee's contract of employment. Nor does it form any part of any other workplace participant's contract for service.

### 4. No smoking rules

- 4.1 Smoking is banned in:
- (a) all (insert company name) buildings and (insert company name) vehicles, and
  - (b) all outdoor areas other than those areas designated as smoking areas under this Policy.

### 5. No-smoking signs (ensure signs are installed prior to implementing policy)

- 5.1 No-smoking signs have been installed in areas already designated as smoke free. Similar no-smoking signs will be installed in areas which become smoke free under this policy. These signs should be observed at all times.
- 5.2 Employees who smoke outside the premises should not do so near the main entrance to the workplace (and no less than 4 metres from a pedestrian access point to a public building). They should also ensure that they dispose of cigarette butts and other litter carefully.

### 6. Designated smoking areas

**\* This is only a preview of the document, you will need to purchase the document to see all the content.**

*\*Please Note: As a Business Plus or Premium ACFA Member you can download all the policies on our website for free or have them customised specifically for your business at no additional charge. ACFA Members can also request policies and resources which are not on our website through our HR Department. This is just one of the many services that are included with our annual membership subscription*