

Smoke Free Workplace Policy

SKILLED Group is committed to providing, as far as is reasonably practicable, a smoke free environment for all employees. Passive smoking, also known as the inhalation of environmental tobacco smoke (ETS), increases risks to health. For the purposes of this policy, reference to smoking includes cigarettes, cigars, pipes etc.

SKILLED Group does not support or encourage smoking. SKILLED Group will provide access to approved resources and/or programs to assist employees to quit smoking.

The aim of this policy is to protect the health of employees, and visitors, while at the workplace. To achieve a smoke-free workplace and to protect employees and visitors from the effects of ETS, SKILLED Group is committed to the following:

- Smoking is banned throughout all enclosed workplaces and in all Company vehicles;
- Smoking may only occur in designated smoking areas to minimise the exposure of non-smokers;
- Compliance with smoking related rules that may be in force at any client controlled site; and
- Compliance with all legislative requirements in relation to smoking and ETS.

The responsibility for enforcing this policy rests with managers. All SKILLED Group employees are obliged to:

- Protect the health of their fellow employees, and visitors, while at the workplace with regard to ETS by complying with this policy at all times;
- Observe and comply with smoking related rules that may be in force at any SKILLED Group or client site;
- Ensure adherence to their respective state legislation and codes of practice relating to smoking, tobacco and ETS; and
- Breaches of this policy will result in disciplinary action. Depending on the circumstances, such action may include termination of employment.

Authorised by,



Mick McMahon
Chief Executive Officer
SKILLED Group Limited