

# Smoking POLICY 1.6.1



Apex is committed to providing a safe workplace for all employees, contractors and visitors. Therefore in the interests of employee health all entrances to company buildings, within company buildings, within vehicles, employee amenities, stairwells and carparks are designated as Smoke Free Areas. Other work locations must also be presumed to be smoke free.

### The company shall:

- Provide a smoke free workplace for all employees, contractors and visitors
- Comply with statutory and regulatory obligations on smoking in the workplace issues
- Provide a designated area for employees to smoke within.
- Provide access to external counselling for all employees wishing assistance in quitting smoking.

### Managers and Supervisors shall:

- Implement and uphold the company's policies at all times.
- Enable all employees within their department access to the designated smoking area on scheduled breaks.
- Advise all visitors and contractors of the non smoking policy outside of the designated smoking area.

### All employees are expected to:

- Follow the non smoking policy and only smoke within the designated areas on approved break times, at Apex as well as other work locations.
- Ascertain where smoking is permitted when working on site locations and abide by the local rules.
- Advise all visitors and contractors of the non smoking policy outside of the designated smoking area.

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Managing Director	Signature	Date
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Employee Representative	Signature	Date
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