

## **DARK KNIGHT ENGINEERING GROUP SMOKE FREE POLICY**

### **1. PURPOSE**

- 1.1 Dark Knight Engineering Group aims to provide workplace participants with a healthy work environment. DKE Group will endeavour at all times to meet the standards of health, safety and welfare required for a safe working environment in accordance with applicable Workplace Health and Safety legislation and ensure that it minimises or eliminates the risk of exposure to environmental tobacco smoke at its premises.

### **2. COMMENCEMENT OF POLICY**

- 2.1 This Policy will commence from 16/01/2023. It replaces all other no-smoking policies of Dark Knight Engineering Group (whether written or not).

### **3. APPLICATION OF POLICY**

- 3.1 This Policy applies to employees, agents and contractors (including temporary contractors) of Dark Knight Engineering Group, 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 All workplace participants and visitors to the workplace are not permitted to smoke within company offices, workshops, company vehicles and associated working zones.

### **5. NO-SMOKING SIGNS**

- 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. SMOKING BREAKS**

- 6.1 Smoking is permitted only in the designated smoking area and only allowed during designated break times.
- 6.2 Breaks may be staggered to limit the disruption to operations.
- 6.3 Special arrangements may be made to accommodate smoking breaks during periods of overtime.

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## **7. BREACH OF THIS POLICY**

- 7.1 All workplace participants are required to comply with this Policy at all times. If a workplace participant breaches this Policy, they may be subjected to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with Dark Knight Engineering Group terminated or not renewed.

### ***Variations***

*Dark Knight Engineering Group reserves the right to vary, replace or terminate this policy from time to time.*

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