

Policy Name:	Smoking
Policy Number:	5.07
Date:	February 2023

POLICY STATEMENT:

JC Steele is a smoke free workplace. Smoking is prohibited within the confines of the JC Steele office, workshop, store and within all company vehicles. Staff adherence to this policy is a condition of employment. Any breach of this policy may lead to disciplinary procedures, up to and including termination of employment.

It should also be noted that employees who fail to consider the safety of others at work, including by not complying with this Smoking Policy, may be personally liable to a fine under Section 20 the Occupational Health and Safety Act 2000.

PROCEDURES:

- a. To preserve the entrance to the JC Steele office, no smoking is permitted near the front door of the building.
- b. Smoking is allowed during designated break times only. Smokers may smoke on the grassed area out the front of the warehouse and away from the entrance of the office.
- c. Smokers must ensure they extinguish all cigarettes properly and dispose of their cigarette butts in a responsible manner. Smokers may place cigarette butts in the ashtray provided on the walkway next to the building. No cigarette butts are to be placed in any inside bin. JC Steele actively discourages littering of any type, especially dropping cigarette butts on the ground.
- d. JC Steele personnel must always uphold a professional appearance. We encourage smokers to limit smoking publicly outside our office and at our job sites.
- e. While working at a customer's site, employees must only smoke on an approved break. Employees must also be considerate of others, remove themselves as much as possible from the view of any customers, adhere to all non-smoking rules and regulations as set by the client, and ensure all butts are extinguished properly and disposed of responsibly.