

**This Smoke Free Environment Policy aims to build a healthy environment which protects the health and wellbeing of all employers, employees and clients.**

**CMS Engineering will actively encourage smoking prevention and smoking cessation.**

The Policy applies to all CMS Engineering employers, employees and clients.

#### **Where is smoking prohibited?**

Smoking is prohibited in all areas of CMS Engineering premises (including in vehicles), sites we are managing, and/or client owned premises with the exception of designated outdoor smoking areas.

#### **What behaviours are expected under the Policy?**

ALL personnel are required to refrain from smoking while acting in an official capacity for the company.

#### **Our commitment**

To support the Smoke Free Environment Policy and to minimise non-compliance CMS Engineering will:

- Provide education regarding the health effects of smoking and the importance of being smoke free.
- Provide a copy of the Smoke Free Environment Policy to all existing personnel and to new employees upon commencement with the organisation.
- Display adequate smoke-free signage.
- Provide information to assist smokers who wish to quit through the promotion of Quitline services, 13 QUIT (13 7848), and the provision of quitting tips.
- Provide an EAP service.
- Advise visitors and contractors of the Smoke Free Environment Policy.

CMS Engineering will provide ongoing support to prevent exposure to tobacco smoke, prevent smoking uptake and encourage smoking cessation.

#### **Non-compliance strategy**

Responses to Policy breaches will include:

- Asking the individual to extinguish the cigarette immediately.
- Re-explaining details of the Policy to the offending individual.
- The provision of individual education by personnel management regarding the reasons for the implementation of the Policy.
- Making every possible effort to assist employees understand and adhere to the Policy.
- Disciplinary action for failure to comply with a management direction.

APPROVED  
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