

## Policy

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<i>Policy Name:</i>	Employee Smoking Policy
<i>Policy Date:</i>	July 2019
<i>Endorsed By:</i>	Directors
<i>Policy Code:</i>	POL014

### 01. POLICY

The RJA **Employee Smoking Policy** outlines the rules regarding smoking in the workplace. This policy aims to protect non-smokers without unreasonably depriving smokers from their right to smoke.

This policy is also developed for consistency and to align with RJA's company goals and core values, as well as ensuring a safe and fair work environment for all RJA employees.

### 02. OVERVIEW

All RJA employees who smoke are required to follow this policy to ensure they:

1. Protect non-smokers from second-hand smoking;
2. Avoid setting off alarms and smoke detectors;
3. Preserve an image of a clean and professional workplace;
4. Avoid fires from discarded cigarettes;
5. Follow any legal guidelines regarding indoor smoking.

## 03. WHO IS THIS POLICY APPLICABLE TO?

This policy applies to all RJA employees as well as to visitors, contractors and temporary staff. Our smoking policy refers to all types of tobacco products and e-cigarettes. This applies to, but not limited to, all areas listed below:

1. Inside the RJA Premises including Warehouse and External Courtyard;
2. Projects Onsite;
3. Company Vehicles.

## 04. PROCEDURE

Smoking is prohibited indoors at any time, including outside of normal working hours. If an employee stays late at work, they are still obligated to follow this policy.

RJA advises all employees who chose to smoke to take the following into consideration:

1. Smoke only during normal breaks (outside of the RJA premises) noting “smoke breaks” are not permitted;
2. Extinguish cigarettes and discard of them only in an appropriate manner;
3. Avoid smoking when an employee has a scheduled meeting with clients or vendors;
4. Avoid smoking near flammable objects and areas;
5. All RJA representatives onsite must remove or cover RJA branded uniforms when smoking in Public places
6. If an RJA employee is working on a site project, they must leave site to find a designated smoking area close by, remembering they are representing the RJA brand at all times.
7. Never smoke in the presence of a client, contractor or supplier.

## 05. COMPANY ACTIONS

1. Communicate “*POL014 – Employee Smoking Policy*” to all RJA employees in an effective manner;
2. Include “*POL014 – Employee Smoking Policy*” in all Onboarding/ Induction Programs;
3. Provide assistance to employees to support with smoking cessation as part of our employee wellness program.

## 06. DISCIPLINARY CONSEQUENCES

1. RJA expects all employees to respect this policy and their colleagues;
2. Appropriate and necessary disciplinary action will be taken towards employees who disregard this policy;
3. Employees who violate this policy can face disciplinary actions up to and including deduction of benefits or termination;
4. Managers and Directors are responsible for taking appropriate action after they investigate any incidents thoroughly.

### Related Resources, Tools and Links

- POL001 – Head Office Operations Policy

### Contact & Further Information

For further assistance please contact your direct manager.

### Policy Owner

Directors – RJA

Note: This Policy does not form part of any contract between you and RJA. It summarises your entitlements to smoking in accordance with applicable legislation, and is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this Policy is not intended to give rise to contractual obligations binding on the Company. This Policy may be varied from time to time.