	Accord Synergy Ltd	Eff. Date	28-02-2017
	Smoke free Workplace Policy		

Accord is dedicated to providing a healthy, comfortable and productive workplace for all its employees.

Purpose:

1. To protect the health and safety of those who work at or visit this workplace
2. To comply with the Smoke-free Environments Act 1990
3. To provide a smoke-free environment, buildings and grounds
4. To minimize the fire risk to Accord property attributable to cigarettes
5. To encourage a smoke-free workforce

Scope:

- This policy is applicable to all Accord employees
- The Smoke-free Environment component of this policy is applicable to all Accord employees, visitors. It applies to all buildings, sites, offices, lunch rooms and vehicles owned or occupied by Accord.

Policy:

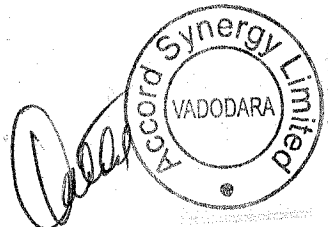
Smoke-free Environment All Accord sites are smoke-free. No smoking is permitted by staff and visitors in external areas on any site owned by Accord or controlled by them. If staff and visitors wish to smoke they must leave the site to do so. All events hosted by Accord will be smoke-free. Accord will not accept or promote sponsorship from any tobacco company or company affiliated to the tobacco industry. Staff who wish to smoke off-site should not be identifiable as staff of Accord by their uniforms or name tags. If staff wish to smoke during work time, it will only be during scheduled breaks (morning tea, lunch and afternoon tea).


Promoting a smoke-free environment:

1. Smoke-free sign shall be displayed in the reception at office.
2. Contractors, visitors and others working within Accord property will be advised of the policy and that the policy applies to them whilst on the property.
3. Accord Smoke-free Policy will be highlighted during staff orientation.
4. Copies of the Smoke-free Policy will be made available upon request.

Staff non-compliance:

1. Repeated breaches of the Smoke-free Policy (specifically the section on Smoke-free Environments) will be considered misconduct and will be dealt with in accordance with the (Disciplinary Policy). Therefore, in the first instance a staff member will be made aware of the Smoke-free Policy.



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2. Managers will discuss and address non-compliance with their staff member(s) and may do so in accordance with the (Disciplinary Policy).

Complaints procedure:

1. Individuals who believe, on personal grounds that there has been a failure to comply with the purpose of this policy, should forward their complaints in writing to their manager. A response to the complaint will be made within 3 working days after receipt of the complaint.
2. All complaints shall be put in writing to the manager and will be dealt with by management within 3 working days.
3. The management of Accord will take any necessary action against those people who contravene the Smoke-free Policy.

