

## SMOKING POLICY

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### Policy Statement

The Westgold Group is committed to providing a safe and healthy workplace for its employees and to promoting the health and well-being of all staff, contractors, visitors and stakeholders.

Accordingly Westgold promotes a smoke-free environment that ensures freedom from passive or side-stream smoke or vapour by all the workforce.

Westgold understands that some people may have difficulty in ceasing the smoking or vaping addiction and provides dedicated areas where this can occur. However, it strongly discourages smoking or vaping on or in the premises.

Further, a smoke free environment will reduce the presence of ignition sources and thus reduce the risk of fire.

**Smoke free areas** - all areas of buildings, premises, workplaces, machinery or vehicles operated on Westgold premises.

**Smoking** - is defined as the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind. This includes electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

### Responsibility

All employees, contractors, visitors and stakeholders are required to:

- Be aware of the requirements of this policy;
- Comply with the smoke-free environment policy on company premises and within workplaces.

**People and Culture** are to ensure all future employees and employment related advertisements acknowledge Westgold's smoke-free status.

**OH&S Department** will promote the smoke-free environment to staff and visitors and enforce compliance.

**Smoking Areas** are dedicated areas away from mainstream workers or premises where smoking can occur under strict guidelines.

### Procedure

The premises of Westgold are actively promoted as a smoke-free environment. This includes all indoor and outdoor areas and vehicles at all sites. Facilities for extinguishing and disposing of cigarette butts have been provided at key entry points to premises.

Whilst not encouraged, smoking and/or vaping if absolutely necessary can only occur in dedicated smoking areas located throughout the premises and can only occur in such manner that the user takes all care to ensure passive or side-stream smoke or vapour does not interfere with the others. Cigarette butts, packaging, ash and other related waste materials are properly disposed of.

Staff who smoke will be encouraged to quit and will be referred to the Quitline (131 848) Quitting aids (patches, gum etc) are encouraged.

Tobacco, smoking related products and goods including electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars will not be sold, distributed nor advertised on any Westgold Sites.

<b>Issue Date:</b> 1 <sup>st</sup> July 2020
<b>Next Review:</b> 31 <sup>st</sup> August 2021