



SMOKING & VAPING POLICY

WINSLOW is committed to provide a safe & healthy workplace environment for all its employees, sub-contractors, clients, and visitors.

DEFINITION

Smoking is defined as the "act of lighting, smoking or carrying a lighted or smouldering cigar, cigarette or pipe of any kind."

Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars.

WINSLOW recognises the danger smoking causes to the health and wellbeing of an individual however accepts that people have the right to smoke as a matter of choice.

All enclosed workplaces, not exempt from the law, are smoke-free and vape-free.

SMOKING & VAPING is prohibited within enclosed areas of WINSLOW property, (managed, leased or owned) or within any outdoor workplace except where a designated smoking area has been determined.

Any individual found smoking or vaping within such enclosed or any other designated nonsmoking or non-vaping areas will be viewed seriously resulting in disciplinary action as appropriate.

E-cigarettes and other electronic nicotine delivery systems must not be charged via Winslow owned computers or any other charging ports or equipment.

Any individual found smoking or vaping in outdoor areas will do so at their own risk. WINSLOW is committed to measures that reduce the exposure of the effects of passive smoking and encourages to provide a smoke free environment within the organisation.

WINSLOW supports employees who wish to decrease or cease smoking or vaping and encourages them to seek assistance through the following:

- Access to our Employer Assistance Program (EAP) provider Drake Wellbeing Hub on 1300 135 600.
- Quitline on 13 78 48.

It is therefore a condition of employment that all employees comply with the company's SMOKING & VAPING policy.

TREVOR LOCKWOOD
CHIEF EXECUTIVE OFFICER

