



Smoking Policy July 2023

POLICY STATEMENT:

Helen & Joey Estate and Re'em Yarra Valley is a smoke-free workplace. Smoking is prohibited within the confines of the Helen & Joey Estate and Re'em Yarra Valley venue and office. Staff adherence to this OH&S policy is a condition of employment. Any breach of the policy will lead to normal disciplinary procedures being applied.

It should also be noted that team members who fail to consider the safety of others at work by not complying with the non-smoking policy may be personally liable to a fine under Section 2 of the Occupational Health and Safety Act 2000.

PROCEDURES:

- a. To preserve the entrance to Helen & Joey Estate and Re'em Yarra Valley venue, no smoking is permitted near the front entrance of the venue. Helen & Joey Estate and Re'em Yarra Valley appreciates that some of our team members ensure they stand at least 10 metres away from this entrance and out of sight from our team members, guests, clients, customers, and shareholders when smoking to ensure the health and safety of all visitors and staff who might enter or exit the building via this entrance. Smoking is not permitted under any circumstances inside the venue.
- b. Smokers must ensure they extinguish all cigarettes properly and dispose of their cigarette butts in a responsible manner. Smokers may place cigarette butts in an ashtray, or an appropriate outside bin, or provide their own portable ashtray for disposing of cigarette butts. No cigarette butts are to be placed in any inside bin. Helen & Joey Estate and Re'em Yarra Valley actively discourages littering of any type, especially dropping cigarette butts on the ground.
- c. Helen & Joey Estate and Re'em Yarra Valley personnel must always uphold a professional appearance. We encourage smokers to limit smoking publicly at our job sites. When necessary to smoke at a job site, all Helen & Joey Estate and Re'em Yarra Valley team members must be considerate of others as well as comply with any relevant signage on site.
- d. Team members must do so only on an approved break, remove themselves as much as possible from the view of any guests, clients, customers, shareholders, and children, adhere to all non-smoking regulations as set by the client (school grounds, etc), and ensure all butts are extinguished properly and disposed of responsibly.