Education Centre of Australia Pty Ltd Smoke Free Policy

1. Purpose
   - Education Centre of Australia Pty Ltd aims to provide workplace participants with a healthy work environment. To minimise the risks associated with smoking and exposure to passive smoking in the workplace, Education Centre of Australia Pty Ltd has adopted a policy of providing a smoke-free workplace.

2. Commencement of Policy
   - This Policy will commence from 1/01/2014. It replaces all other no-smoking policies of Education Centre of Australia Pty Ltd (whether written or not).

3. Application of Policy
   - This Policy applies to employees, agents and contractors (including temporary contractors) of Education Centre of Australia Pty Ltd, collectively referred to in this Policy as ‘workplace participants’.
   - This Policy does not form part of any employee’s contract of employment. Nor does it form any part of any other workplace participant's contract for service.

4. No smoking rules
   - Smoking is banned in:
     - all Education Centre of Australia Pty Ltd buildings and Education Centre of Australia Pty Ltd vehicles, and
     - all outdoor areas.
   - Employees who smoke outside the premises should not do so near the main entrance to the workplace. They should also ensure that they dispose of cigarette butts and other litter carefully.

5. Smoking breaks
   - Smoking breaks may only be taken during designated break times.
   - Breaks may be staggered to limit the disruption to operations.
   - Special arrangements may be made to accommodate smoking breaks during periods of overtime.

6. Breach of this Policy
   - All workplace participants are required to comply with this Policy at all times. If a workplace participant breaches this Policy they may be subjected to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with Education Centre of Australia Pty Ltd terminated or not renewed.
Variations

*Education Centre of Australia Pty Ltd reserves the right to vary, replace or terminate this policy from time to time.*

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**Policy version and revision information**

Policy Authorised by: David Tulloh  
Original issue: 1/1/14

Title: Operations Director

Policy Maintained by: David Tulloh  
Current version: 1

Title: Operations Director

Review date: 1/1/15

**Workplace participant acknowledgement**

_I acknowledge:_

- _receiving the Education Centre of Australia Pty Ltd Policy;_
- _that I will comply with the Policy; and_
- _that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment._

Your name: 

Signed: 

Date: