

Smoke Free Workplace Policy

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Our employee smoking policy outlines our rules regarding smoking in the workplace. This policy aims to protect non-smokers without unreasonably depriving smokers from their right to smoke.

Our employees who smoke need to follow this policy so they will:

- Protect non-smokers from second-hand smoking
- Avoid setting off alarms and smoke detectors
- Avoid fires from discarded cigarettes.

Those involved with Lightbox must follow any legal guidelines regarding indoor smoking, as well as any venue specific guidelines regarding smoking while operating in a Lightbox-facilitated space.

Scope

This policy applies to all members of our company as well as to visitors, contractors and temporary staff.

Policy Elements

Our policy refers to all tobacco products, including (but not limited to):

- cigarettes
- Electronic Cigarettes (including vape pens, e-cigars, e-cigs, e-hookahs and e-shisha)

As a general rule, smoking isn't allowed indoors. This rules refers to:

- Working areas
- Hallways
- Staircases
- Restrooms
- Warehouses
- Company vehicles
- Hired vehicles
- Kitchen and Cafeterias
- Enclosed/undercover car parks

We may establish designated areas that are properly ventilated and secluded.

Smoking is prohibited indoors at any time, not just during working hours. If a member stays late, they're still obliged to follow this policy.

If cigarettes are to be used for entertainment purposes, they must be imitation cigarettes which emit powder, rather than smoke. Herbal cigarettes are not to be used.

This document was developed utilising and adapting content from:

<https://resources.workable.com/smoking-company-policy>

Where smoking is permitted

We permit smoking during normal breaks at any location specific allowed smoking places.

Smoking is strictly prohibited on any school grounds. Anyone caught smoking on grounds will be issued a warning, and a second strike may prompt termination of current involvement with the company.

Smoking with a microphone or costume on is strictly prohibited. Any damage caused will be billed to the person responsible.

We also advise our members to:

- Extinguish their cigarettes and discard of them only in appropriate containers.
- Avoid smoking prior to shows or patron facing encounters
- Avoid smoking near flammable objects and areas.

Our company's actions

We will:

- Advise of areas where smoking isn't allowed during the induction process.

Disciplinary Consequences

We expect those working with us to respect this policy and their colleagues. We'll take disciplinary action towards workers who disregard this policy:

- Employees who violate this policy frequently or cause severe problems (e.g. fires) may face consequences up to and including termination.
- Employees who violate this policy infrequently or don't cause major issues will face reprimands or detraction of benefits.

Managers and our department heads are responsible for taking appropriate action after they investigate any incidents thoroughly and ensure proper reporting to the committee.

Any member who has a complaint regarding this policy can contact the committee at committee@lightboxau.com