

SMOKING

POLICY STATEMENT:

Logifix Freight Solutions is a smoke-free workplace. Smoking is prohibited within the confines of the Logifix Freight Solutions office and company vehicles. Employee adherence to this OH&S policy is a condition of employment. Any breach of the policy will lead to normal disciplinary procedures.

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PROCEDURE:

- a. To preserve the access points to the Logifix Freight Solutions office, no smoking is permitted within four (4) metres of the entrances or exits to the building. This is to ensure the health and safety of all employees and visitors who might enter or exit the building via these points. Logifix Freight Solutions appreciates that some employees use the area at the side of the building to smoke.
- b. Smokers must ensure they extinguish all cigarettes properly and responsibly dispose of their cigarette butts. Smokers may place cigarette butts in the outside bins or provide their own portable ashtray for disposing of cigarette butts. No cigarette butts are to be placed in any inside office bins.
- c. Logifix Freight Solutions actively discourages litter of any type, especially dropping cigarette butts on the ground.
- d. Logifix Freight Solutions employees must uphold a professional appearance. We encourage smokers to limit smoking publicly on any work site or in front of clients. When necessary to smoke at a work site, all Logifix Freight Solutions employees must be considerate of others as well as comply with all relevant signage on site.
- e. Employees must do so only on an approved break, remove themselves as much as possible from the view of any clients and children, adhere to all non-smoking regulations as set by the client, and ensure all butts are extinguished properly and disposed of responsibly.