

# Smoke Free Policy

**STAR Group** is committed to ensuring that all workplace participants aim to provide workplace participants with a healthy work environment. To minimise the risks associated with smoking and exposure to passive smoking in the workplace – **STAR Group** has adopted a policy of providing a smoke-free workplace. No workplace participant is to smoke on **STAR Group** premises or project sites and is banned, unless in designated smoking areas.

## Application

This Policy applies to employees and third parties including; contractors, subcontractors (including temporary subcontractors), customers and agents (including suppliers, manufacturers, designers and importers) that work for the Star Group, collectively referred to in this Policy as 'workplace participants'.

This Policy includes the use of all types of smoking devices, including cigarettes, e-cigarettes, vape-pens, molasses-based tobacco (shisha), cigars and pipes.

## Objectives

The objectives of this Policy are to:

- To inform participants that smoking is banned in:
  - all shared area, such as Star Group buildings, workshops, lunch and crib rooms, Star vehicles and any area where the smoke could endanger or affect any other person,
  - within 5 meters of doorways or hazardous material storage areas, and
  - all outdoor areas designated "No Smoking" area.
- continuously improve participant's knowledge of safety and health in relation to smoking.
- pursue and maintain a companywide culture of safe and health practices of smoke free environments.

## Our Commitment

- Implement, maintain and continually improve no-smoking.
- Have no-smoking signs installed in areas designated as smoke-free. These signs should be observed at all times.
- Educate and train workplace participants about smoke-free workplace and the benefits of not smoking.
- Provide Employee Assistance Program to support employees who do want to quit smoking.

## Your Commitment

- Participants who smoke must ensure that they comply with site rules and be aware of designated smoking areas.
- Participants who do smoke only during designated break times. Breaks may be staggered to limit the disruption to operations.
- Participants who smoke outside the premises should not do so near the main entrance to the workplace. They should ensure that they dispose of cigarette butts and other litter carefully.
- Take reasonable care to protect the health and safety of yourself and others. As well as to cooperate and comply with smoke-free workplace standards policies and procedures.
- To comply with this Policy at all times. If participant breaches this Policy they may be subjected to disciplinary action.



**CHRIS MULVEY**

GROUP MANAGING DIRECTOR

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