

## PRINT RADIO TASMANIA EMPLOYEE/VOLUNTEER SMOKING POLICY

### Policy brief & purpose

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

### What is covered under the Employee Smoking Policy?

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

- Protect non-smokers from second-hand smoking
- Avoid setting off alarms and smoke detectors
- Preserve an image of a clean workplace
- Avoid fires from discarded cigarettes.

### Scope

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

### Policy elements

Our policy refers to all tobacco products. As a general rule, smoking isn't allowed indoors. This rules refers to:

- Working areas including studios
- Hallways
- Staircases
- Restrooms
- Kitchen

Smoking is prohibited indoors at any time, not just during working hours. If an employee or volunteer remains on site after normal working hours, they're still obliged to follow this policy.

## **Areas where smoking is permitted**

- Outside of the building but not within 7 metres of any doorway.

Employees and volunteers should:

- Extinguish their cigarettes and discard them only in appropriate containers;
- Avoid smoking when they have scheduled studio commitments; and,
- Avoid smoking near flammable objects.

## **Print Radio Tasmania's actions**

We will:

- Place signs at all areas where smoking isn't allowed
- Communicate this policy through [*bulletin boards/ internal newsletters*]

Any employee or volunteer who has a complaint regarding this policy can contact the Broadcast Manager.

## **Disciplinary Consequences**

We expect employees and volunteers to respect this policy and their colleagues. We'll take disciplinary action towards employees who disregard this policy and Volunteers will be suspended from their duties.

- Employees and volunteers 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 reprimand and possible further action after investigation of any incidents thoroughly.



Elizabeth Macdonald  
President of behalf of the Management Committee  
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