



FLIP OUT AUSTRALIA

Smoke Free Workplace Policy

Policy Overview

Aim

The policy details Flip Out's policy in providing a smoke free work environment.

Objectives

To meet the company's obligations under the Occupational Health and Safety Act to provide a safe and healthy working environment by maintain a smoke free workplace.

Scope

This policy applies to management, employees and contractors within Flip Out and requires the full cooperation and assistance of all personnel.

Responsibilities

Franchisees, Managers and Squad Leaders

Franchisees, managers and squad leaders of all levels are responsible for maintaining a smoke free workplace. Those mentioned above are responsible for ensuring relevant signage, such as “No Smoking” signs, are visible in all areas.

All Employees

All employees are responsible for ensuring that they are following the Smoke Free Workplace Policy.

Procedure

In the workplace, smoking causes harm to the smoker and others through passive smoking, which cannot be avoided. For this reason, the following areas are non-smoking areas:

- All work areas (which extends to client sites)
- Reception areas
- Washrooms
- Loading docks
- Meeting or training areas
- Corridors
- Landings
- Public entrances to buildings
- Car parks
- Outdoor seating areas
- And all other enclosed or indoor areas.

Smoking in the workplace in contravention of this policy will attract disciplinary action. Employees, managers, or supervisors encountering problems should request counselling or advice on disciplinary action from the Directors.

If employees must smoke, this must occur away from the areas mentioned above. Further, employees are forbidden from smoking whilst wearing or displaying any Flip Out branding, merchandise or uniform.

Review

This policy will be reviewed when required by changes to legislation or when company operations require it. Employee will be consulted in relation to any proposed changes.