

SMOKING POLICY

QTEK Labour Hire recognises that the safety of its employees, contractors, visitors and members of the public is fundamental to the successful operation of its business and the welfare of their families.

Our smoking principle is:

- Provide leadership and commitment to every employee seeking to stop smoking.
- Belief that all employees should be able to work in smoke free environment.
- Encourage and support every individual's contributions to providing a smoke free workplace.
- Provision of adequate resources and program to assist all employees to stop smoking.
- No smoking will be acceptable on or in any company building, vehicle or site.

We will achieve a smoke free workplace by:

- Provision and monitoring all available programs regarding the management of smoke prevention.
- Accepting "individual accountability and responsibility" for ones own safety and the safety of others. (Any individual observing someone smoking in a non designated area shall immediately raise those issues with the parties involved).
- Actively encouraging workers to stop smoking by utilizing available resources.
- Openly consulting on all aspects of clean work environments.
- Immediately reporting all breaches of our smoking policy.
- Continuing to strive towards the best possible practice in the management of occupational health & safety utilizing relevant OHS legislation as a minimum standard.

Responsibilities and Management of our Smoking Policy will follow the regular channels of supervision. These being:

- Senior management will be responsible for the organisations over all Health & Safety Issues.
- Individual employees, contractors and visitors are responsible for undertaking their tasks to ensure their own and others health & safety, and to observe any direction given in respect to Occupational Health and Safety.

A handwritten signature in black ink, appearing to read 'S. Longton', is positioned above the name and title of the signatory.

Steve Longton
Managing Director