



Non-smoking

Effective date	1 September 2006
Date reviewed	14 January 2013
Review date	January 2015
Guideline owner	Human Resource
Applies to	All lay employees and Volunteers
Related guidelines & procedures	Motor vehicle use
Headings	Objective Complaints Investigations Breaches Legislation
Pages	1

Objective

The Parish aims to provide its employees with a healthy work environment. Smoking in the workplace is a recognised health hazard and as such is not permitted by law in any company office, company vehicle, or other area designated as non smoking.

Employees who smoke outside the premises should not do so near the main entrance to the building. They should also ensure that they dispose of cigarette butts and other litter carefully.

Complaints

Team members observing a violation of this guideline should bring it to the attention of their Manager.

Investigations

The Parish Priest/Manager receiving a complaint will investigate and take action to resolve the issue as soon as possible.

Breaches

Persons found to have violated this guideline will be subject to disciplinary action(s) in the same manner and magnitude as violations of other guidelines.

Legislation

Smoke Free Environment Act 2000 (NSW)

[Work Health & Safety Act 2011 \(NSW\)](#)