



Smoking on Premises Policy

This is a high-level summary for all staff. Full details are set out in the Smoking on Premises Policy.

Our Commitment

LSH Group Australia is committed to providing a safe and healthy workplace in accordance with *Work Health & Safety (WHS)* laws and applicable smoke-free legislation (NSW, VIC, QLD).

Smoking, including the use of e-cigarettes and vaping devices, is restricted to protect the health, safety, and wellbeing of all employees and visitors.

What This Means for You

Smoking and vaping are not permitted:

- In any indoor workplace areas
- In Company vehicles
- In areas where prohibited by law
- Near building entrances, exits, or air intakes

Designated Smoking Areas

- Smoking is only permitted in approved designated outdoor areas (where provided)
- You must comply with all signage and instructions
- You must not expose others to second-hand smoke

Breaks and Conduct

- Smoking must only occur during approved breaks
- Smoking must not interfere with your work duties or customer interactions

Your Responsibilities

You must:

- Follow this policy and all workplace signage
- Respect the rights of others to a smoke-free environment
- Not smoke or vape in prohibited areas
- Report any concerns or breaches to your Manager or HR

Compliance

Failure to comply with this policy may result in disciplinary action.

All matters will be assessed on a case-by-case basis, considering the circumstances and seriousness of the breach.

Acknowledgement

I acknowledge that:

- I have read and understood the Smoking on Premises Policy – One Page Summary;
- I understand this summary does not replace the full **Smoking on Premises Policy**;
- I agree to comply with the full policy and all related Group policies;
- I understand that non-compliance may result in disciplinary action.

I further acknowledge that this summary should be read in conjunction with the full **Smoking on Premises Policy** which is available on the intranet.