



Policy Name:	Smoking on Premises Policy
Attention:	LSH Group Australia Employees
Version:	1.3
Last Reviewed:	1 st April 2026
Effective From:	1 st April 2026
Approved By:	GCEO / Corporate Review / MD

Smoking on Premises Policy

1. Purpose

LSH Group Australia is committed to providing a safe and healthy work environment by minimising exposure to tobacco smoke and vapour.

This policy supports compliance with:

- Applicable state smoke-free legislation (NSW, VIC, QLD)
- *Work Health and Safety (WHS)* obligations to eliminate or minimise health risks
- Community expectations regarding smoke-free workplaces

2. Scope

This policy applies to all:

- Employees
- Contractors
- Visitors

While on Company premises, in Company vehicles, or representing the Company.

3. Policy Statement

Smoking, including the use of electronic cigarettes, vapes, or similar devices, is prohibited:

- In all indoor workplace areas
- In Company vehicles
- In areas where smoking is prohibited by law
- Within proximity to building entrances, exits, or air intakes as required by legislation

The Company may designate specific outdoor smoking areas, where permitted by law.

4. Designated Smoking Areas

Where designated smoking areas are provided:

- They must comply with applicable state legislation
- They must be located an appropriate distance from building entrances and common areas (as required by law)
- Smoking must not expose others to second-hand smoke

Employees must only smoke in approved areas.

5. Health and Safety Obligations



Under WHS legislation, LSH Group Australia must take reasonable steps to eliminate or minimise risks to health and safety.

Employees must:

- Not smoke in prohibited areas
- Follow all signage and instructions
- Not expose others to second-hand smoke

6. Respectful Workplace

The Company recognises that some employees may smoke; however:

- The rights of all employees to a safe and smoke-free environment take priority
- Smoking must not interfere with work duties, productivity, or customer experience

7. Breaks

Smoking must only occur during:

- Approved work breaks; and
- In designated areas

Smoking outside of approved break times must be authorised by the Manager.

8. Compliance and Enforcement

All employees are expected to comply with this policy as a lawful and reasonable direction.

Breaches may result in disciplinary action, which will be assessed case-by-case, and may include:

- Informal or formal warnings
- Further disciplinary action in line with Company policies

Serious or repeated breaches may result in termination of employment.

9. Reporting and Escalation

Employees who observe breaches of this policy should report the matter to:

- Their Manager or Supervisor; or
- Human Resources

All reports will be handled appropriately and in line with Company procedures.

10. Communication

This policy will be communicated through:

- Induction and onboarding processes
- Workplace signage
- Company policies and training



11. Review

This policy will be reviewed periodically to ensure compliance with:

- State smoke-free laws
- WHS obligations
- Best practice workplace health standards

12. Policy Status

This Policy does not form part of any employee's contract of employment. It is a lawful and reasonable direction of the Company with which compliance is required. Any statement in this Policy about what the Company will or will not do does not create a legally binding obligation on the Company.

This Policy may be amended from time to time to reflect changes in legislation, regulatory requirements or organisational needs