

Hort Constructions is committed to providing and maintaining a safe system and a safe place of work for all employees, contractors and visitors. Whilst this policy respects the civil rights of individuals to make a choice to smoke; it is primarily aimed at preventing (ETS) Environmental Tobacco Smoke or the effects of passive smoking & vaping.

This policy applies to all permanent, temporary, casuals, visitors and contractors at all HC buildings and HC owned vehicles (Refer expanded explanation below). In addition, this policy outlines areas that are restricted to smokers or any naked ignition sources.

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We have a strong commitment to the prevention of risk arising from smoking & vaping, including:

- a) Injury to people from exposure to the short/long-term health effects of smoking & vaping;
- b) Injury to people from exposure to environmental tobacco smoke also known as passive smoke;
- c) Fire and explosion risk associated with smoking & vaping in some areas of our premises;
- Employees may smoke outside the building/office blocks with the following exceptions:
 1. Within 10 meters of a flammable gas source;
 2. Within 10 meters of an entrance way to a building or office amenity
 3. Inside any company or customer's vehicle
- Additional smoking & vaping breaks are not permitted outside the 14-minute morning tea break or normally allocated work period.
- Employees must dispose of cigarette butts in designated ashtrays.

Responsibilities:

Supervisors and managers are responsible for implementing this policy in the area for which they have responsibility and for ensuring that all employees, visitors and contractors are made aware of the policy and comply with its requirements.

Management personnel are responsible for:

1. Communicating and consulting with permanent and temporary employees, visitors and contractors about the policy;
2. Providing information and support, where appropriate, to employees wishing to cease smoking & vaping;
3. and enforcing the policy.

Employees and contractors:

Permanent and temporary employees and contractors are responsible for:

1. Adhering to and promoting compliance with the policy at all times;
2. Being responsible for safe disposal of cigarette butts into designated containers in designated smoking & vaping areas; and
3. Encouraging and supporting adherence to a smoke-free workplace.

This policy will be communicated to our interested parties and be publicly available on its website.

Top management is committed to a high level of quality of product and services for its customers, provide safe working Environments to its employee, contractors, and other stake holders. The management is committed to prevent pollution and sustainable management of the environment. The company is aware of its responsibility for climate change and take all possible steps to achieve Net Zero.



Adam Sara
General Manager

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