


## Smoke Free Policy

Bailey Personnel has a Duty of Care to provide and maintain a working environment that is safe and without risks to the health and safety of workers, visitors and contractors.

It has been deemed that the nature of Bailey Personnel business prohibits any form of smoking in the workplace, all of which are designated smoke free. This includes company trucks and vehicles.

Workers may only smoke during authorised breaks. Smoking is only permitted in designated smoking areas. These areas are to be left clean and tidy. This policy applies to all workers, contractors and visitors at all times.

Any worker found to be smoking in a non-designated area and/or whilst not on an authorised break will be subjected to the company's disciplinary procedures. Such a breach may place your continued employment in jeopardy.

  
CEO and Founder

Justin Bailey  
September 2015

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