



Non Smoking Policy

1. Purpose and Scope

Converge International incorporating ResolutionsRTK (CVIRTK) recognises and accepts responsibility under the Work Health and Safety Act (2011) to provide a safe, healthy, smoke-free workplace.

This policy covers all workers that work with CVIRTK. The definition of worker includes employees, a contractor or subcontractor, trainees, students gaining working experience, and volunteers.

The objective of the policy is to meet our duty of care responsibilities as an employer by:

- Protecting all workers and visitors from exposure to tobacco smoke
- Maintaining a totally smoke free working environment
- Supporting employees to improve their health and wellbeing

2. Policy

CVIRTK is committed to providing a smoke-free work environment for all its workers and clients.

Smoking is banned while working at any of CVIRTK offices including serviced locations and any location at which a worker is engaged. No worker shall be permitted to smoke within 15 metres of any CVIRTK office location at any time, including during official meal breaks.

Support

Support is available for staff wishing to quit smoking through our Employee Assist Program. In addition the following organisations may also provide support:

Cancer Council Australia: www.cancer.org.au Phone number: 131120

Quit: www.quit.org.au Phone number: 137848