

# SMOKE FREE WORKPLACE POLICY



Civmec is an integrated, multi-disciplined construction and engineering service provider to the Energy, Resources, Infrastructure and Marine & Defence sectors.

Civmec is committed to providing a safe and healthy workplace and promoting the health and wellbeing of employees and other stakeholders entering company owned and operated premises.

The health hazards related to smoking impact both the smoker and the non-smoker who is exposed to Environmental Tobacco Smoke (ETS) (also known as second-hand smoke). We care about the health of our workforce, and it is our intent to provide a work environment conducive to good health.

Smoking is prohibited within Civmec owned or leased buildings and vehicles, and within five (5) metres of any entrance to Civmec owned or leased buildings.

Signage is erected and maintained at all work locations to clearly identify areas where smoking is permitted.

Smoking is only permitted in designated outdoor smoking areas during award meal breaks and scheduled rest periods.

Employees wishing to cease smoking are encouraged to contact the Civmec Health Centre for advice and support.

All personnel entering Civmec premises are responsible for ensuring compliance to this policy.

Persons who breach this policy may be subject to disciplinary action.

This Smoke Free Workplace Policy is reviewed biennially to ensure it remains relevant and appropriate to the organisation. It is available and can be viewed in all Civmec offices, on Civmec's website and SharePoint and is presented to employees and contractors as part of our induction and onboarding processes.

A handwritten signature in black ink, appearing to read "Patrick Tallon".

Patrick Tallon  
Chief Executive Officer  
Civmec Group  
April 2021