

NON-SMOKING POLICY

Adopted or Amended	By Whom	Date
Adopted	Board of Directors	Monday 29th November 2010

INTRODUCTION

Swimming Northern Territory aims to provide its employees with a healthy work environment. Smoking in the workplace is a recognised health hazard and as such is not permitted in any company office, company vehicle, or other area designated as non smoking.

Employees or volunteers who smoke outside the premises should not do so near the main entrance to the building. They should also ensure that they dispose of cigarette butts and other litter carefully.

SMOKING BREAKS POLICY

Swimming Northern Territory operates in a non-smoking environment and recognises the need to accommodate the needs of both smokers and non-smokers.

Smoking breaks

There will be no fixed smoke breaks for employees or volunteers as long as breaks taken do not impact on the person's performance. If it appears that the duration and frequency of smoke breaks are impacting on their effectiveness then the employee may be counselled. Unrestricted smoking breaks are a privilege that should not be abused.

Designated smoking area

Swimming Northern Territory has designated that only outside a building and at least 5 metres away from the entrance to the building used by Swimming Northern Territory is a smoking area. It is the responsibility of the people using these areas to ensure that cigarette butts are disposed of properly.

POLICY PROMOTION

This policy will be made available to all members via the Swimming Northern Territory website at www.nt.swimming.org.au and through the annual handbook, or its equivalent publication. This policy will be communicated to all staff members, board members, committee members and regional committees annually.

REVIEW

This policy will be reviewed by the Board of Swimming Northern Territory in July every even year (i.e. 2012, 2014, 2016).

ADDITIONS OR AMENDMENTS

In addition to the scheduled review of this policy recommended changes to the policy may be submitted to the Board of Swimming Northern Territory for consideration, at any time. In the event that the changes are accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

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