

NON-SMOKING POLICY

As a commitment to the health and safety of all staff, students and clients at Adelaide Training and Employment Centre Inc. (ATEC), there will be no smoking within buildings or offices at all ATEC sites.

This policy applies to all staff, students, clients, contractors, suppliers and visitors to Adelaide Training and Employment Centre Inc. sites.

Any persons wishing to smoke will be expected to do so in accordance with the following:

- There is to be no smoking in or around the external areas of buildings;
- Smoking is only permitted in a designated smoking area at each site as indicated by the relevant signage:
 - Port Adelaide premises: Smoking is permitted outside at the rear of the building in the car park.
 - Noarlunga premises: Smoking is permitted at a reasonable distance from any external entrance to the building.
- Lonsdale site:
 - Outside the north exit door for ATEC staff.
 - Outside the Sustainable Energy Building under the designated hut.
 - Outside the Construction area in the open where table and chairs are provided.
- Ottoway site has two designated smoking areas:
 - Under the tree next to the main gate. A concrete bench and table are provided with plenty of coverage under the tree.

Under the lean-to between the original main building and the transportable classrooms.

- Students under the age of 18 years of age shall not be permitted to smoke whilst attending ATEC premises and/or functions.
- All staff, students/clients leaving the premises to smoke are to only do so during authorised breaks (ie morning tea, lunch and afternoon tea) and must notify the relevant personnel prior to their leaving.
- Those who elect to smoke, do so at their own risk and conditional to using the bins/trays provided to discard cigarette butts.

Lynne Austin
CHIEF EXECUTIVE OFFICER