



SMOKING IN THE WORKPLACE POLICY

ADG recognises that employees have a choice about whether or not they smoke tobacco.

Non-smoking employees have a right to not be exposed to cigarette smoke in the workplace, just as smoking employees have a right to smoke while not at work.

To safeguard the rights of all employees, **ADG** prohibits smoking in all company buildings, whether air-conditioned or not; in all company owned and operated vehicles, including hired and light vehicles, whether driven on business or privately; and in any location where cigarette smoke could offer offence or discomfort to non smokers.

Employees who wish to give up smoking will be offered assistance.

A handwritten signature in black ink, appearing to read 'Joseph Ruggier', written in a cursive style.

Joseph Ruggier
Director
February 2010