

Smoke Free Policy – Optima Investments and Subsidiary Companies

Policy

Optima Investment Group Limited workplaces are to be completely smoke and vape (vapour) free. The Smoke and Vape Free Workplace Policy is the result of the company's desire to reduce our employee's exposure to the harmful effects of tobacco smoke and nicotine, and applies to all Optima Investment Group Limited premises, company vehicles and client premises.

Exceptions

Where practicable, and approved by local management, a sheltered area, onsite but external to the workplace, may be designated as a smoking and vaping area for employees to use during normal rest and meal breaks. Smoking breaks are restricted to normal break times and must be taken in a way that does not affect the carrying out of duties or create additional work for other employees. Smoking must not impinge on work activities or productivity and must only be undertaken in designated breaks.

Optima Investment Group Limited reserves the right to review exceptions to the Smoke and Vape Free Workplace Policy at its discretion, in accordance with the Smoke-free Environments Act 1990 and its subsequent amendments.

Responsibilities

The designated manager of each branch, facility or support office is responsible for ensuring compliance with this policy at their location. The manager's obligations are as follows:

- To ensure this Smoke and Vape free Workplace Policy is implemented
- To consult with employees or their representatives regarding the implementation of the policy.
- To prominently display copies of the policy in the workplace, and to display notices indicating where smoking and vaping is permitted.
- To supply a copy of the policy to any employee, prospective employee, or employee representative on request.
- To investigate within 20 working days of receiving it, any complaint that the Smoke-free Environments Act 1990 has been breached.
- To obtain from any employee in breach of the Smoke and Vape free Workplace policy satisfactory assurance that there will be no repetition of the breach.

Policy Approval Date - 30th June 2023

Policy Review Date - June 2024



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