

# Smoking in the Workplace Policy



Smoking is not permitted in internal\* areas. The areas listed below are smoke free at Ports of Auckland Limited:

- Mess rooms, offices, storerooms, changing rooms, the gymnasium, reception areas, stairwells, gatehouses etc.
- Cabs on plant, for example cranes, straddle carriers and hoists.
- Company vehicles.
- Internal areas of floating plant, for example tugs and pilot boats.

Staff members who feel this policy is not being observed should approach their

supervisor or a human resources manager.

The purpose of this policy is so that employees who do not wish to smoke or be affected by smoke shall, so far as is practical, be protected from tobacco smoke in the workplace.

- Internal areas are defined as areas within or on the premises or vehicle that, when all doors, windows and other closable openings are shut, are completely or substantially enclosed by:

- a) Ceiling, roof or similar overhead structure.
- b) Wall, sides, screens or similar structure.
- c) Those openings.



Tony Gibson  
 CHIEF EXECUTIVE  
**May 2014 (Revision 6)**