Chauffeur Policies Procedures & FAQ

Smoking, cigarettes, tobacco or anything relating to the process act or behavior of smoking.

Smoking and government regulations on smoking (which refer to any process in making, using, creating or being involved) in using cigarettes, e-cigarettes, cigars, pipes or any item or paraphernalia relating to the act of smoking tobacco or any other item is becoming a very legislative part of everyone's lives.Â In view of specific incidents the company has now decided to also implement a more formal policy for all workers of the company in regards to smoking.Â While there are elements of smoking clauses in different policies within the Company Policy and FAQ server it is now become essential to make a dedicated policy on this issue.

All workers of the company are required to adhere to the following:

1. Obey all cigarette, tobacco and smoking laws in the jurisdication they are in.Â Workers unsure of the smoking laws in the jurisdictiona they are in should, on their own accord, research using google or any suitable browser.Â Depending on your location of the company your smoking laws refer to the following search link https://www.google.com/search?client=firefox-b-d&q=australian+smoking+laws

2. Where working at an event where the venue is a school or child related venue, obey all smoking laws in relation to this legistaion of smoking in child-orientated locations or venues. Depending on your location of the company your smoking laws refer to the following search link https://www.google.com/search?client=firefox-b-d&q=smoking+laws+near+schools.

3. Be aware of the effects of passive smoking and how this may affect other workers.

4. **SMOKING IS NOT PERMITTED** on any occasion or time whilst in a company vehicle, rental vehicle, chauffeur vehicle, transport vehicle that has been provided by the company to the worker.

5. **SMOKING IS NOT PERMITTED** on any occasion or time whilst in a company leased house, property, AirBusiness accommodation, room, motel or hotel that has been booked by the company for the worker.
    1. Where smoking is permitted while at a company booked property/accommodation while working or on tour ...
        1. The worker must obtain written or SMS/TEXT proof of the permission granted from the hotel management or representative of the hotel or the Accommodation Host (as stated in the Accommodation Call Sheet).Â Failure to receive written permission as required will result in the company policy as stated in clause 5 above.
        2. Only be done external to the property/room.
        3. It must always be outdoors.Â **Smoking indoors is not permitted for any reason.**
        4. Where the worker is smoking outdoors of the property/room ...
            1. it is the responsiblity of the smoker to ensure that the smoke or odour does not enter the indoor area of the property/room.Â
            2. Where this occurs the smoker must ensure they are at least 2 metres from the opened window or door, or the smoker has closed the window or door to ensure no smoke enters the indoor area of the property/room.Â
            3. It is the responsiblity of the smoker to ensure they inform the other persons on tour who are indoors if they are ok with the windows/doors are closed.

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ttps://staff.iconic.productions/KB/content/0cat=32/434/en/smoking-cigarettes-tobacco-or-anything-relating-to-the-process-act-or-behavior-of-smokin

4. If a situation arises where the majority do not wish to have the window/door closed for suitable reasons the smoker must be 4-5 metres from the opened door/window of the property/room.
5. It is responsibility of the smoker to have with them a deordorizer to remove all scent of the tobacco or smoking odour.

5. Ashes, used cigarettes, ashtray and any left over substance or material of the smoked item, must remain outdoors at all times.

6. **On no occasion** must the ashes, used cigarettes, ashtray or any left over substance or material of the smoked item be brought indoors of the property/room **for any reason**.
7. **On no occasion** must the ashes, used cigarettes, ashtray or any left over substance or material of the smoked item be discarded inside the property/room.Â
8. All ashes, used cigarettes, ashtray or any left over substance or material of the smoke item must be discarded outdoors or in an outdoor bin, external to the property/room, or left outdoors.

6. **SMOKING IS NOT PERMITTED** on any occasion or time whilst in company uniform.Â If a worker wishes to smoke while in company uniform they will be required to wear civilian/private apparel over the company shirt or logo whilst smoking.Â Smoking whilst in company uniform is not permitted.

7. **SMOKING IS NOT PERMITTED** on any occasion or time whilst indoors at a company booked venue, accommodation, vehicle of transport.

8. Where a worker is permitted to smoke in an approved area and is not in breach of the company smoking policy ...
    1. The worker must ensure they have a deordorizer to mask/remove the odour and scent of smoking from their persons.
    2. Halitosis and a smokers breath is very common in smokers and therefore if you are prone to this, the worker must have breath mints to mask or remove the smokers breath.

Questions Asked and Answered:

1. David Phillip | 21-Jun-2020 07:18 |
   what is policy and procedure if whilst at a leased property the designated smoking area is at the back rear of property, however the garbage bins are at the front and the only way to access the bins from the rear of property is through the house premises. In such circumstances what is procedure for disposing of the used ash? Is it acceptable, providing there are no safety or odour issues to place all the used ash into a disposable bag, walk directly through the property and immediately dispose of the bag into the appropriate bins?
    a. answered by @steve.baltzois 21-Jun-2020 17:56
        a. exactly as you said.Â The ashes need to be put in a scented bag or a locked/tied bag and taken thrown the property to the garbage bins.Â Most homes have a side passage way and this should be the first place to walk through before going through the property.Â If there is no other way to take it out, going through the property with the ashes in a sealed bag is acceptable in this case.

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Attached files:

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