



HALLS HEAD BOWLING & RECREATION CLUB INC

SMOKE BREAK POLICY 2023-2024

OBJECTIVE

The objective of this policy is to ensure that all employees are aware of their obligations in relation to smoke breaks. Smoking is a contentious issue in the hospitality industry and this policy will provide all employees with a clear set of guidelines so that no miscommunication or misunderstanding can occur.

SCOPE

Smoke breaks are prohibited during paid working time. The only exception to this is during quiet trading periods. In quiet trading periods, the Duty Manager on shift has the discretion to permit employees to take an unpaid smoke break. The Duty Manager reserves the right to refuse any smoke break request. At all times, the needs of the business are paramount and must not be compromised by the desire for a staff smoke break.

PROCEDURE

Employees requesting a smoke break must first verbally request permission from the Duty Manager on shift. Employees who are given permission to have a smoke break must only have one (1) cigarette in the designated location and dispose of their cigarette butts in the appropriate containers.

BREACH OF POLICY

The Club has an obligation to consistently apply and enforce this policy. Likewise, employees must comply with this policy.


Any employee who breaches this policy shall be subject to counselling and/or disciplinary action, which may include termination of employment.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

This policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.

Signed:  Club President Date: *10/22* June 2023

Signed:  Club Secretary Date: *19/21* June 1 2023

Next policy review date is June 2024