



Smoke Free Workplace Policy

At APA we aspire to provide a zero harm work environment. The damaging effects of passive smoking is well documented, therefore, APA Group must ensure that the risk from exposure to cigarette smoke is minimised where reasonable practicable to do so.

Scope

This policy applies to all APA Group buildings, premises, plant (including company motor vehicles) or any location either owned, operated or controlled by APA Group, where employees, contractors or others may be required to attend.

To ensure that employees, contractors and others in the workplace are not exposed to cigarette smoke, while they are at work the following rules apply:

- Smoking is only permitted in designated smoking areas.
- Smoking is prohibited within all APA Group owned and operated vehicles.
- Any person who does smoke must ensure that they correctly dispose of any cigarette remnants in a safe manner that will not result in any harm to the environment.

General Responsibilities for Health, Safety and Environment (HSE)

Every Employee has an obligation to look after their own health and safety and the safety of those who may be affected by their acts or omissions. They must comply with the Group's HSE policies and procedures.

All managers and supervisors are responsible for managing HSE in accordance with the Group's HSE policies and procedures and our HSE Management System as an integral and mandatory duty of their position. They have authority to act immediately should an issue arise.

Contractors and sub-contractors have an obligation to look after their own health and safety and the safety of those who may be affected by their acts or omissions. They must have a system that complies with all applicable health, safety and environmental legislation and local site rules or with the APA Group HSE policies and procedures.

Disciplinary Action

A breach of this Policy may result in APA Group management conducting an investigation and applying its disciplinary action policy.

A handwritten signature in black ink, appearing to read 'Rob Wheals', written over a horizontal line.

Rob Wheals - Managing Director/CEO