

SUPERVISOR CHECKLIST

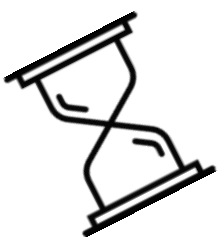
Talking to your employees
about excessive smoking breaks

The aim of the discussion is to offer support and encourage a change of behaviour.



Understand the policies

- [Code of Conduct](#)
- [Smoke Free Procedure](#)
- [Working Hours, Overtime and Shiftwork for Professional Employees Procedure](#)



Address the issue promptly

An informal discussion with the employee regarding the concerns of the amount of time being taken away from their work is best.



Actively listen

Give the employee the opportunity to explain their behaviour and listen with empathy.



Explain the consequences

Advise the employee that continuing behaviour could be considered a breach of the Code of Conduct and disciplinary action may be considered.



Reinforce your support

Ensure the individual understands where they are permitted to smoke and the support available to manage or quit smoking.



Follow-up

Schedule a follow-up meeting to check that the matter is resolved, and take further action if required.