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**SMOKING POLICY**

1. **Preamble**

To protect the interests of employees, clients and visitors who don’t smoke, smoking will only be permitted in the designated smoking areas.

1. **Conditions**

2.1 Any person on our premises who is unwillingly subjected to tobacco smoke may object without fear of recrimination or victimisation.

2.2 Time out of the office for the purposes of smoking shall be limited to 30 minutes per day and shall coincide with tea and lunch times where possible. Any further smoke breaks taken during the course of the day are to be taken, with the permission of your supervisor, at such times that prioritise operational requirements and are limited to a maximum of two breaks, each lasting no longer than 5 minutes.

2.3 Any employees who abuse the smoking privileges may be subject to the following penalties:

* Time taken for smoke breaks during the work period must be worked in after hours, without additional remuneration; or
* The cumulative monthly ‘smoke break time’ could be deducted from an employees’ wages at month end.

2.4 Smoking outside the designated smoking areas is strictly prohibited. The company will act swiftly and decisively against any person who smokes outside the designated smoking area and the necessary steps will be taken in line with company rules.

2.5 Employees may not smoke in any area where hazardous chemicals are present.

* 1. All designated smoking areas are subject to the following conditions:

2.6.1 Employees are not permitted to smoke in the designated area with a companion. This practice is contrary to the image the company wishes to project to clients and visitors and affects productivity.

* + 1. When smoking, all doors and windows leading out of the designated smoking area must be closed and sealed, regardless of weather conditions.
    2. Ashtrays will be provided in designated smoking areas for the disposal of tobacco refuse. Smokers are required to use them in order to maintain the cleanliness and tidiness of these areas.

2.7 Employees may not smoke in any area that is not specifically designated as a smoking area.

2.8 People under the age of 18 shall not enter designated smoking areas.

1. **Consequences of non-compliance to this policy**

Should any employee at any time be found to be behaving contrary to this policy, disciplinary action will be taken against such an employee. In addition, in terms of the *Tobacco Products Control Act*, the employee and the company may also be subject to prosecution should the Act be contravened.