



Greencastle

Smoking Break Policy

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Smoking Break Policy

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1. Purpose

To Ensure:

- 1.1. A pleasant and a safe environment for employees.
- 1.2. Compliance with relevant smoking laws and regulations.

2. Scope

This policy applies to all employees within South African premises.

3. Prescriptive References

The following document is used as foundation for this document

- 3.1. Tobacco Products Control Act 38 of 1993

4. Terms and Definitions

Public Space- Any indoor or enclosed area which is open to the public or any part of public area including workplaces and parking areas.

Smoking- To inhale, exhale, hold or handle any ignited tobacco or plant-based product and electronic cigarettes (e.g., Vape).

Workplace- Any premises or place where an employee performs work in the course of their employment.

5. General Principles

- 5.1. Smoking is prohibited in public places.
- 5.2. Designated areas will be set where employees are permitted to smoke.
- 5.3. All employees are required to take reasonable steps, in an appropriate manner, to ensure that employees adhere to the smoking policy.

6. Designated Areas

- 6.1. The company can designate any area as a designated smoking area on the condition that the area:
 - 6.1.1. Is at least 10 meters away from any public place;
 - 6.1.2. Does not infringe on the rights of non-smokers;
 - 6.1.3. Has sufficient ventilation to ensure that the smoke does not affect other areas in the workplace;
 - 6.1.4. Is not an area commonly frequented by employees during their employment;
 - 6.1.5. Is separated from the rest of the public place by a solid partition;
 - 6.1.6. Is clearly marked and signs indicate both smoking and non-smoking areas;

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7. Smoke breaks

- 7.1. The company has no obligation to provide smoke breaks to employees;
- 7.2. Smoke breaks can only be taken during designated lunch and teatimes, unless otherwise agreed with the line manager. However, an employee's performance must not be affected by frequent smoke breaks.
- 7.3. Should smoke breaks be abused, management will have the right to take disciplinary action or prohibit any further smoke breaks.
- 7.4. The allotted times are as follows;
 - 7.4.1. If you start at 8am - you can take your smoke break between 10:30am & 10:45am and 3:00pm and 3:15pm.
 - 7.4.2. If you start at 8:30am – you can take your smoke break between 10:45am & 11am and 3:15pm and 3:30pm.
 - 7.4.3. If you start at 9am or 10am – you can take your smoke break between 11am & 11:15am or 12pm – 12:15pm and 3:30pm and 3:45pm.
 - 7.4.4. If you take a smoking break, your lunch break is a maximum of 45 minutes long and is to be taken between 12:00pm and 2:00pm.
 - 7.4.5. If you work in a team that has 5 or less people, **only one** person from each team can go on a smoke break at once.
 - 7.4.6. If you work in a team that has 6 or more people, **only two** people from each team can go on a smoke break at once.

8. Disciplinary Action

- 8.1. If an employee does not comply with this policy, the company can act as per the disciplinary policy.
- 8.2. If the company receives a fine for the non-compliance in terms of the act, as mentioned above, the employee will be held liable for the payment of fine.