



Smoking Policy

Company Policy No: 6SA
Company: Greencastle Solutions Ltd
Issue No: 2
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Smoking Policy

1 Policy Objectives

- 1.1 This policy aims to provide a healthy, comfortable, and safe working environment for all employees and visitors on the company's premises.
- 1.2 The objectives of this policy are firstly, the promotion of health and safety and prevention of disease to all company employees and other persons on the company premises through the elimination of Environmental Tobacco Smoke (ETS), and secondly, to comply with the Occupational Health and Safety Act No. 85 of 1993 and the Tobacco Products Control Amendment Act No.63 of 2008, in providing and maintaining a work environment that is safe and without risk to the health of employees.

2 Application

This policy applies to all company employees.

3 Definitions

For the purpose of this policy, the following definitions shall apply:

- 3.1 "Areas" means all partially closed public places such as covered patios, balconies, walkways, and parking lots.
- 3.2 "Company" means Greencastle Solutions SA Ltd and any of its branches/sites.
- 3.3 "Environmental Tobacco Smoke (ETS)" means a combination of "drift" smoke from the burning end of a cigarette and the smoke exhaled by a smoker. The inhalation of ETS is called passive, involuntary, or second-hand smoking.
- 3.4 "Premises" means offices, service centres, or vehicles where a person performs work in the course of his/her employment.
- 3.5 "Smoking" refers to the smoking of cigarettes, cigars, pipes, hookahs as well as electronic cigarettes or vapes.

4 Normative References

- 4.1 Occupational Health and Safety Act (Act No. 85 of 1993).
- 4.2 Tobacco Products Control Amendment Act (Act No. 63 of 2008).

5 Background

- 5.1 The smoking of tobacco products is harmful to your health and to the health of children, pregnant or breastfeeding women, and non-smokers.
- 5.2 This policy conforms to current legislation that no smoking may be allowed in public areas unless such area has been designated as a smoking zone.

- 5.3 The ability to smoke during working times is not a right and must be seen as a privilege granted to employees.

6 Specifics

- 6.1 All employees will comply with a no-smoking policy at all premises of the company (excluding smoking-permitted areas as mentioned herein) and as such, these environments will be designated as smoke-free areas.
- 6.2 Staff and visitors to the company premises are requested to refrain from smoking in any of the building's internal areas.
- 6.3 Suitable, designated, external (outside of the buildings/offices/workplace) smoking areas will be identified and communicated to employees.
- 6.4 In line with world-wide health trends, the company practices a no-smoking policy within the building altogether and staff may only smoke outside of the building at the prescribed smoking areas:
- 6.4.1 Any time before the commencement of work.
 - 6.4.2 Any time during the designated break times as per their contract of employment.
 - 6.4.3 Any time after the completion of the working day.
- 6.5 The company reserves the right to ensure that smoking by staff members does not in any way impact on the overall productivity of staff.
- 6.6 Staff members who use the designated smoking areas are required to keep the areas clean at all times. All cigarette butts are to be thrown away in the receptacles provided.

7 Smoking-Permitted Areas

- 7.1 Managers will designate specific smoking-permitted areas on the premises, where this is reasonably practicable and where these meet the following criteria:
- 7.1.1 The permitted smoking area is the communal quart yard.
 - 7.1.2 No employee of the company or other person on the company premises shall be exposed to ETS from such designated areas. This means that such areas should be isolated by sufficient ventilation systems from the rest of the premises.

8 Information, Education, Training, and Supervision

- 8.1 The company's smoking policy must be communicated to all employees and contractors respectively.
- 8.2 All employees are to be fully conversant with the company policy on smoking, the reason for its introduction/existence, and how it relates to the provisions of the Occupational Health and Safety Act and the Tobacco Products Control Amendment Act (Act No. 63 of 2008).
- 8.3 On the company premises where customers are routinely provided with attention or service, appropriate signage should be displayed, and customers/clients should be courteously encouraged to refrain from smoking in non-smoking areas.

9 Responsibilities

- 9.1 Employees are responsible for complying with the provisions of this policy, which encompasses the general duties of employees at work as contemplated in the Occupational Health and Safety Act.
- 9.2 Each manager and employee of the company is responsible for adhering to and enforcing this policy. Non-compliance will lead to disciplinary action being taken against offenders. The offence will further be regarded as a serious offence in terms of the company's disciplinary code and procedure.

10 Policy Breach

- 10.1 Disciplinary action will be taken against persons who transgress this policy.
- 10.2 Management reserves the right to withdraw this privilege should employees transgress this policy.
- 10.3 As per the Tobacco Products Control Amended Act 63 of 2008, a fine for individuals who breach the above is R 500.00.

11 Agreement and Compliance

It is the employee's responsibility to contact management should he/she have any queries.

I, _____ (name), hereby agree that I have read and understood the contents of this policy and agree to comply with the provisions herein.

Employee signature as receipt hereof	
Date	