



Smoking Policy

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1. PURPOSE

1.1 SASSETA policy ensures legal compliance and demonstrates commitments to promoting health at work by protecting SASSETA employees from passive tobacco.

1.2 The purpose of this policy is to regulate the of tobacco products in the premises of SASSETA.

2. TERMINOLOGY

Employee	Refers to any person who is employed by SASSETA, whether permanently or on contract and any person who accepts an employment offer from SASSETA.
Employer	Refers to SASSETA.
He / She	The use of either of these pronouns will, throughout this policy, refer to both male and female and is intended to be gender-neutral.
The Board	Refers to the Board of Directors of SASSETA.
Public space	Means any indoor, enclosed or partially enclosed area which is open to the public, and includes a workplace and a public conveyance.
Smoke	Means to inhale, exhale, hold or otherwise have control over an ignited tobacco product, weed or plant, and 'smoked' and " have corresponding meanings.
Area	Means a designated area where is permitted by SASSETA.
Tobacco product	Means a product containing tobacco that is intended for human consumption, and includes, but is not limited to, any device, pipe, papers,

	tubes, filters, portion pouches or similar objects manufactured of tobacco.
Workplace	<p>a) Any indoor, enclosed or partially enclosed area in which employees perform the duties of their employment; and</p> <p>b) Includes any corridor, lobby, stairwell, elevator, cafeteria, washroom or other common area frequented by such employees during the course of their employment; but</p> <p>c) Excludes any private dwelling, and any portion of an area mentioned in paragraph (a) specifically designated by the employer as an area and which complies with the prescribed requirements.</p>

3. GOVERNING FRAMEWORK

SOURCE	KEY IMPERATIVES
Basic Conditions of Employment Act, 75 of 1997 (BCEA)	Regulates the provision of intervals between during working hours.
Constitution of the Republic of South Africa Act, 1996	Provides for the protection from to an environment not harmful to health and wellbeing.
Labour Relations Act, 66 of 1995	Provides for protection of the rights of the employees.
Occupational Health and Safety Act 181 of 1993	Provides for the provision of a working environment that is safe and without risk to the health and safety of his employees.
Tobacco Product Control Act 83 of 1993	Provides for control over the of tobacco products.

4. SCOPE OF APPLICATION

This policy is applicable to all SASSETA employees, SASSETA visitors, and any other person who assists in the carrying on of the day to day functioning of SASSETA.

5. IMPLEMENTATION ARRANGEMENTS

5.1 Overall responsibility for the implementation of this policy lies with the CEO.

5.2 All SASSETA employees, SASSETA visitors and any other person who assists in the carrying on of the day to day functioning of SASSETA are required to adhere to and facilitate the implementation of this policy.

5.3 Management is to ensure the display of "No" signs on all SASSETA premises (owned and leased) and in all SASSETA vehicles.

5.4 Management is to ensure that the policy is displayed in a visible area.

6. BREAKS

6.1 No specific periods are identified for breaks, and employees who wish to smoke are encouraged to limit their to approved break periods in terms of the working hours policy (i.e. tea break and lunch break).

6.2 Employees are required to ensure that their work performance is not adversely affected by smoke breaks during working hours.

7. DESIGNATED AREAS

7.1 Is only permitted in designated areas, identified by a "Area" signs.

7.2 Whilst next to open windows and/or entrances is not allowed if the window or entrance is not in a designated area.

7.3 Is also not permitted within a radius of at least ten (10) metres from any building if the building is not in the designated area.

7.4 Identification of the designated areas shall be determined by management in consultation with the health and safety committee members.

7.5 Designated areas may not be required for any other work-related or residential related purposed.

7.6 Designated areas may not be areas which are commonly and frequently used by employees.

7.7 Designated areas may not infringe on any area used by other employees.

8. NON-COMPLIANCE

Non-compliance with the policy will amount to a misconduct.

9. APPROVAL

Document Name	Smoking Policy
Year of Current Review	2022/23
Year of Next Review	2026/2027
Review process championed by the Chief Executive Officer	
Name of the CEO	Mr Thamsanqa Mdontswa
Signature: 	Date:
Document reviewed and recommended for approval by HR and Remuneration Committee	
Name of the Chairperson	Ms Motialepula Molefe
Signature: 	Date:
Approved by the Board	
Name of the Chairperson	Mr Chris Mudau
Signature: 	Date: