



NORTH-WEST UNIVERSITY[®]
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
INSTITUTIONAL OFFICE

Smoking Policy

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Accountable executive manager	Executive Director: Human Capital
Policy owner	Director: Employee Relations and ISAS
Responsible division	Employee Relations
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Approved by	Council
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Smoking Policy

1 Preamble

As a pre-eminent university in Africa, driven by the pursuit of knowledge and innovation, with a unique institutional culture based upon the values the University espouses, the North-West University has adopted this Smoking Policy on 20 June 2014.

2 Objectives

- 2.1 The North-West University (hereinafter referred to as the NWU) is committed to compliance with all relevant employment legislation, such as legislation on smoking by the South African government.
- 2.2 Smoking at the workplace is regulated by the Tobacco Products Control Act 83 of 1993 as amended from time to time. (The South African Government brought the South African legislation in line with the World Health Organisation Framework Conventions on Tobacco Control.)

3 Scope of application

This policy is applicable to all visitors to the NWU, NWU employees and any other person who assists in the carrying on of all aspects of the day to day functioning of the NWU. (This includes but is not limited to employment contracts which are permanent, fixed term, casual, temporary, temporary staff from agencies, staff supplied by labour brokers, contractors and sub-contractors.)

4 Guiding principles

- 4.1 The Smoking Policy seeks to guarantee all employees and students the right to work and study in air free from tobacco smoke. Tobacco smoking shall include cigarettes (manufactured or otherwise), cigars, tobacco pipes, and hubbly smoke devices, but is not limited to these.
- 4.2 Line management in conjunction with Occupational Health and Safety can determine rules governing designated smoking areas as well as all other issues pertaining to smoking as long as it is not in contradiction with the governing act and/or this policy. Such rules shall be made available and known to all entering the areas of jurisdiction of line management. The rules as determined by line management should serve before the Workplace Forum of that specific workplace in order to ensure that all such rules are aligned and not prejudiced towards employees or inequitable.

5 Policy

- 5.1 The Smoking Policy is to be made visible to all visitors, students and employees by displaying appropriate signage at all entrances to buildings of the NWU.
- 5.2 Non-compliance of the requirements of the Smoking Policy constitutes misconduct (in terms of the employees' Behavioural Manual, and student's disciplinary rules of the NWU) and the appropriate action will be taken against any employee or student found to have contravened the requirements of the Smoking Policy.
- 5.3 All employees and students are required to report any alleged non-compliance of the Smoking Policy immediately to a health and safety representative or committee member, or management. All allegations of non-compliance will be investigated by management.

5.1 Designated smoking areas

- 5.1.1 Smoking is only permitted in designated smoking areas, identified by "Smoking Area" signs. Smoking whilst next to open windows is not allowed if the open window is not in a designated smoking area. Smoking is also not permitted within a radius of at least 10 meters from any building.
- 5.1.2 Identification of designated smoking areas is determined by management in consultation with the health and safety committee members and the designated smoking area will be indicated by appropriate signage that complies with the NWU's corporate identity specifications.
- 5.1.3 Requirements for designated smoking areas (not limited to the following requirements):

- 5.1.3.1 Designated smoking areas may not be required for any other work-related or residential related purposes.
- 5.1.3.2 Designated smoking areas may not be areas which are commonly and frequently used by employees and students. For example: passages, entrances or lobbies, staircases, stairwells, toilets, change rooms, tearooms, kitchens, balconies, meeting rooms, or other common areas.
- 5.1.3.3 Designated smoking areas may not influence the image of the NWU adversely from a public relations point of view.
- 5.1.3.4 Designated smoking areas may not infringe on any areas used by non-smokers.
- 5.1.3.5 Designated smoking areas must meet the requirements of all relevant legislation.
- 5.1.3.6 Designated smoking areas must particularly not be within a prescribed distance of windows or entrance, as prescribed and amended from time to time.
- 5.1.3.7 All offices and work areas, whether occupied by one person or shared by two or more, shall constitute work areas where smoking is prohibited.

5.2 Smoke breaks

- 5.2.1 No specific periods are identified for smoking breaks, and employees and students who wish to smoke are encouraged to limit their smoking to approved break periods (class breaks, tea- or lunch breaks), as well as taking due cognisance of the rights of other employees and students who may continue to work or study, while smokers enjoy a break from work or study while smoking.
- 5.2.2 This policy does not prohibit employees from smoking during office hours. The management and operational efficiency, employee productivity and expected work performance of the particular individual may not be jeopardised by the concession to smoke during working hours. Every manager and/or supervisor has the authority to determine guidelines by which employees in the office are allowed to leave the office or working stations to smoke during office hours (see paragraph 4.2 above in this regard).
- 5.2.3 Employees and students are required to ensure that their work performance is not adversely affected by smoke breaks during work hours. Line managers of such non-performing staff are responsible for addressing the non-performance, initially informally, with the employee, and through performance management processes, and if these efforts are not successful and the matter is not remedied informally, to advance the matter to formal processes.

6 Governance, management roles and accountabilities

Management has a responsibility to continually monitor legislation, update this policy at all times and ensures the maintenance of systems implemented that ensure compliance. For instance management should ensure smoking and non-smoking areas are identified and maintained in good order, as well as updated information are included in induction programs for employees and students.

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