



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

Smoking Policy

Reference number	1P/1.1.11
Accountable executive manager	Executive Director: Human Capital Development
Policy owner	Chief Director: Human Resources Operations
Responsible division	Human Resources Operations
Status	Approved
Approved by	Council
Date of approval	23 September 2011
Amendments	
Date of amendments	
Review date	End 2012
Web address of this policy	http://www.nwu.ac.za/content/policy_rules
Address on the policy data base	RMA SHARE 2.1.3.1_policy review-database-1P/1.1.11_smoking_e.docm

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 26 September 2011.

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. (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 is to be made visible to every visitor, student and employee by ways of public display at all entrances to buildings. The Smoking Policy forms a part of NWU induction and orientation for students and employees. For employees and students the existence of the Smoking Policy should be made known and available before the signing of any agreements or registration forms.
- 4.2 Non-compliance of the requirements of the Smoking Policy constitutes a misconduct (in terms of the employees disciplinary procedures- and codes, and student's disciplinary rules of the NWU) and the appropriate disciplinary action will be taken against any employee or student found to have contravened the requirements of the Smoking Policy.
- 4.3 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 Policy

5.1 Designated smoking areas

- 5.1.1 Smoking is only permitted in designated smoking areas, identified by "Smoking Area" signs.
- 5.1.2 Identification of designated smoking areas is determined by management in consultation with the health and safety committee members.
- 5.1.3 Requirements for designated smoking areas (not limited to the following requirement):
 - 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 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, meeting rooms, or other common areas.
- 5.1.3.3 Designated smoking may not influence the image of the NWU adversely from a public relations point of view.e.g: non designating entrance to buildings, which includes hostels.
- 5.1.3.4 Designated smoking may not infringe on any areas used by non-smokers.
- 5.1.3.5 Designated smoking 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.

5.2 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 *recognition* of the feelings 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 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 office are allowed to vacate office or working stations to smoke during office hours.
- 5.2.3 Employees are required to ensure that their work performance is not adversely affected by smoke breaks during work hours. Management 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 disciplinary processes.
- 5.2.4 Managerial personnel must in terms of smoke breaks ensure that:
 - 5.2.4.1 No *"informal meetings"* take place in the smoking area, from which information may not be known to non-smokers, or from which non-smokers are excluded.
 - 5.2.4.2 No employees or students who are non-smokers are made to feel obliged to participate in a *meeting* in the designated smoking area.

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.

Original details: Christe de Wit (10935746) SHARE 1P/1.1.11_smoking_e.docm
15 March 2011

File reference: 1P/1.1.11