



POLICY FOR A SMOKE-FREE SCHOOL ENVIRONMENT AND WORKPLACE

This policy is to be read in conjunction with the policies and principles that form part of the Vision and Mission and Code of Conduct of the school and are governed by the school's rules and regulations

1. Principles

- 1.1. There is an increasing recognition of the need to restrict smoking in the workplace for employee well-being, medical, legal and financial reasons. This includes recognition of the health effects of passive smoking, and of the need to manage the risk of liability from diseases caused by smoking, as well as encouraging smoking cessation as part of employee health promotion in the workplace.
- 1.2. The secondary objectives of the School's smoking policy are to protect learners and non-smokers from exposure to second-hand smoke, to enhance the air quality of the work environment for all, and to comply with all relevant legislation in this regard (see paragraph 2 below).
- 1.3. Employees who do smoke are therefore expected to respect the health rights of learners and all non-smokers, as well as the preferences of non-smokers while at work, and on the School's premises. Smokers should also manage their need for 'smoke breaks' in a reasonable manner and in accordance with the School's rules and standards. Excessive, prolonged or frequent absences to smoke off the premises or in designated 'smoking areas' may be dealt with as a matter of performance and conduct.
- 1.4. Smoking will only be allowed in designated areas with the least detrimental environmental effect, if such a suitable area can be identified and found on the School's premises. The normal rules of cleanliness will also apply to this area.

2. Prohibition of smoking in public places

- 2.1. The Tobacco Products Control Act (Act 83 of 1993) prescribes that the smoking of tobacco products is prohibited in any public place or on any public conveyance. Regulation No. 975 of 2000 also requires that all employers have a formal policy on smoking in the workplace.
- 2.2. Specific areas may be declared as smoke-free areas in terms of the Regulations, as amended from time to time, and the smoking of tobacco products in such areas is prohibited. Areas where children under 18 are likely to be present, are strictly regulated.

2.3. The smoking of electronic cigarettes ('e-cigarettes' or 'vaporisers') is not currently covered by anti-tobacco legislation and insufficient information is available about potential health risks associated with long-term 'vaping'. The School environment and the presence of impressionable minor children are however important considerations and accordingly, for the purposes of this policy, the School will not distinguish between the smoking of tobacco products and any action akin to smoking.

3. The rights of smokers in a smoke-free workplace

3.1. The implementation of a policy for a smoke-free environment does not require any smoker to stop smoking. It merely requires smokers, and employees who smoke, to respect the rights of their colleagues, learners and other persons to enjoy a smoke-free workplace.

3.2. However, the smoker must comply with the provisions of this policy or expose themselves to disciplinary action.

4. Prohibited (no smoking) areas

4.1. Smoking is strictly prohibited in all School buildings on the School grounds, as well as enclosed or partially enclosed areas. No smoking is allowed in any area within at least five (5) meters (or as may be prescribed from time to time) from a window / ventilation unit, doorway or entrance, or in any motor vehicle when a child under age 12 is present in the vehicle.

The prohibition against smoking on the School premises includes, but is not restricted to, the following areas:

- Dormitories or living / residential rooms or areas
- Passages, balconies, lobbies, corridors, covered patios, walkways and parking areas
- Lifts and stairs
- On or Around Sports facilities
- Any part of the workplace where food is prepared
- Committee, conference and meeting rooms
- Reception and consultation areas
- Toilets, bathrooms and recreational areas
- Offices and shared office spaces
- Storerooms and workrooms
- Workshops
- Medical or First Aid facilities
- Auditoriums or halls
- Laboratories and research facilities
- Any common areas frequented by employees during their employment
- Any other place, room or space to which members of the public have free access
- Private dwellings which are used for commercial child care activity, or for schooling or tutoring.

4.2. The prohibition on smoking in the areas referred to above applies to all employees, learners, parents, visitors, suppliers or other persons entering or doing business on the School's premises, irrespective of their status or seniority.

4.3. The School reserves its rights to designate specific areas on the premises as smoking areas, subject however to legal provisions and requirements. The creation of designated smoking areas will only be considered **as being a concession and is not required in terms of statute.**

4.3.1. The creation of a designated smoking area must comply with the preferences and needs of employees and learners who do not wish to be exposed to tobacco smoke. Any employee or learner may object to smoke in the School or any study area, without fear of reprisal.

4.3.2. No person under the age of 18 may be allowed to be present in any portion of the premises where smoking is permitted.

4.3.3. No employee may be required, as a term and condition of employment, to work in an area where smoking is permitted, or be required to sign any indemnity for doing so.

4.4. The prohibition on smoking in designated areas applies to all employees, learners, parents, visitors, suppliers or other persons entering or doing business on the School's premises, irrespective of their status or seniority.

4.5. Smoking is not permitted in front of learners.

4.6. Tobacco products may not be sold or advertised on the Redhill campus.

5. **Smoking Area**

Smoking is only permitted for all staff members at the designated smoking area which is adjacent to the workshop at the bottom of Summit Field.

6. **Members of the public**

No-smoking notices must be displayed prominently and placed at entrances and other areas to which the public has access. Members of the public / contractors / suppliers, etc. who smoke in prohibited areas, must be asked politely to stop smoking or to only smoke in the designated smoking areas.

7. **Disciplinary action**

Any employee or learner who contravenes the provisions of this policy, will be charged in terms of the appropriate disciplinary procedures of the School.

8. **Communication**

The policy must be made freely available and must be readily accessible to all School employees, learners, parents, contractors and other stakeholders.

9. **Complaints**

9.1. Complaints by any employee, learner or member of the public regarding the availability, application or enforcement of this policy, or complaints against an employee who contravenes the policy, should be addressed expeditiously and seriously by the School Head.

9.2. If not resolved to the complainant's satisfaction, the complaint must be addressed in terms of the School's Grievance Procedure.

REVIEW OF POLICY

This policy may be reviewed from time to time.