




SMOKING POLICY

Policy Owner:	Bottle Buhle Brands (Pty) Ltd		
Effective Date:	8 TH OCTOBER 2023		
Authorised by:	CEO		08/10/2023
		Signature	Date
Note:	Bottle Buhle Brands (Pty) Ltd reserves the right to amend the contents of this policy as and when required. The policy currently in effect will apply to all employees regardless of the policy that applied at the time of employment.		

1. Scope/objective of the policy

- 1.1 As an Employer, Bottle Buhle Brands (Pty) Ltd, hereafter referred to as Bottle Buhle Brands, has a duty under the Tobacco Products Control Amendment Act (Act no. 12 of 1999), to ensure that Employees, who do not want to be exposed to tobacco smoke in the workplace, are protected from tobacco smoke.
- 1.2 Bottle Buhle Brands will provide a safe working environment and protect the health of all Employees from illness and injury, arising from smoking in the workplace. Consequently, in the interest of the health and safety of all Employees, Bottle Buhle Brands will ensure a smoke-free environment.
- 1.3 In line with the above, the purpose of this policy is the following:
 - 1.3.1 To educate smokers about the harmful effects of smoking and to give advice, guidance, and support if Employees decide to give up smoking.
 - 1.3.2 To change the working environment to minimize the harmful effects of passive smoking on non-smokers.
 - 1.3.3 To provide Employees with a healthy working environment as per the relevant Occupational Health and Safety Acts.

2. Definitions

N/A

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3. Legal principles

The following legislation is applicable to this policy:

- 3.1 Tobacco Products Control Act, Act 83 of 1993;
- 3.2 Occupational Health and Safety Act, Act 85 1993;
- 3.3 Tobacco Products Control Amendment Act, Act 12 of 1999; and
- 3.4 Constitution of South Africa, Section 24.

4. Policy

4.1 Smoke-free workplace

4.1.1 Smoking is prohibited within all company buildings and in all company vehicles.

4.1.2 Particular areas shall be designated as “non-smoking” areas, which are:

4.1.2.1 Any area in which a fire or safety hazard exists, including company vehicles as well as inside the houses or premises of clients;

4.1.2.2 Training, conference and staff rooms;

4.1.2.3 Meeting rooms;

4.1.2.4 Common areas, including staircases, copier rooms, mailrooms, reception areas, customer service areas, rest rooms, kitchen etc.

4.1.2.5 Offices where facilities are shared, including open plan/communal offices; and

4.1.2.6 Any that are not specifically designated “smoking permitted”.

4.2 People responsible for enforcement of this policy

4.2.1 Managers and the Health and Safety Committee members will monitor adherence to this policy.

4.2.2 The Health and Safety Committee will be responsible for review of concerns, complaints, or questions about the application of this policy as referred to them by management or Employees.

4.2.3 The Health and Safety Committee will review such referrals and make recommendations to management to resolve any problems arising from this policy.



4.3 Assistance for smokers

4.3.1 It is recognized that, whilst this initiative will provide a positive benefit to all Employees, some Employees may have difficulty in adjusting. It should be noted that smokers are being asked to desist from smoking in the workplace, rather than stop smoking altogether.

4.3.2 Statistics revealed that tobacco kills 44 000 South Africans each year- that is three times more than vehicle accidents. Bottle Buhle Brands is committed to assist smokers to quit smoking by encouraging programmes consisting of several treatment components or approaches that are proven to be successful. In general, these include the following:

4.3.2.1 Self-Help Materials: books, audio tapes and video tapes, leaflets, correspondence courses, and other aids (e.g. filters) help smokers quit using strategies that most appeal to them. These materials also reinforce the counselling suggestion given to smokers in structured programmes.

4.3.2.2 Behavioural Interventions: smoking is a behaviour that people have incorporated into their live. Behavioural methods help smokers replace old habits and patterns with new ones, develop coping skills for dealing with temptations, and manage self control. These approaches frequently emphasize group work.

4.3.2.3 Physician Monitoring: physicians can play a critical role in smoking cessation programmes by counselling patients about smoking in addition to keeping in touch with them, continuing to issue advice, and following up on their progress.

4.3.2.4 Pharmacological Aids: nicotine substitutes in the form of gum prescribed by a physician help the smoker to fight the physical addiction separately from psychological one. Other substances are available by prescription or over the counter. Importantly nicotine gum has been shown to be effective only when used in conjunction with a stop-smoking programme, under the care of a health professional.



4.3.2.5 Information regarding smoking cessation programmes is also available from institutions.

4.4 Breach of the policy

4.4.1 While all efforts will be made to help individuals meet the requirements of this policy, it must be noted that this smoking-free policy now forms part of the conditions of employment of Bottle Buhle Brands. Any breach of this policy will lead to disciplinary action.

4.5 Education

4.5.1 Education will be provided on request in the form of posters, leaflets, booklets, articles in in-house newsletters or on bulletin boards and presentations about the hazards of smoking and second-hand smoke.

4.6 Cigarette sales

4.6.1 Bottle Buhle Brands prohibits all tobacco sales at the workplace, including the sale of e-cigarettes/vapes.

4.7 Smoking cessation

4.7.1 Nicotine is an addictive substance. Cigarette smokers and drug users both develop a strong dependency and, when quitting, experiencing withdrawal symptoms.

For smokers, these commonly include difficulty concentrating, irritability, mild headaches, and occasional insomnia. Smoking begins as a behavioural habit that develops quickly into physical dependency. Cessation programs must recognize both these aspects: the psychological and the chemical. A “let smokers fend for themselves”- policy is not an adequate response on the part of management. It is important for smokers to feel that they will have help in coping with change.



5. Procedure

- 5.1 Notices and signs indicating where smoking is permitted will be permanently displayed.
- 5.2 Disciplinary action, in line with Bottle Buhle Brands disciplinary policy, will be taken against any Employee who violates the regulations of this policy.
- 5.3 Employees may contact the People Department should they require assistance with substance abuse, including the cessation of smoking.

6. Related policies & procedures

- 6.1 HR003 - Disciplinary Policy.