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Title: **Smoking Policy**

Document Identifier: **32-1126**

Alternative Reference Number: **Not applicable**

Area of Applicability: **Eskom Holdings SOC Ltd**

Functional Area: **Human Resources**

Revision: **3**

Total Pages: **8**

Next Review Date: **February 2027**

Disclosure Classification: **Controlled disclosure**

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1. Introduction

Eskom, as a responsible employer, strives for compliance by implementing the requirements of the Tobacco Products Control Act 83 of 1993 to maintain an environment that is not harmful to the health or well-being of its employees and visitors.

Smoking tobacco products is a health hazard. It is the responsibility of employees to take reasonable care to protect their own health and that of others and to co-operate with the employer in ensuring compliance with legislative requirements.

2. Policy Content

2.1 Policy Statement

Eskom is committed to providing a smoke-free environment for its employees and visitors at the workplace.

2.2 Smoking Policy

- a) Compliance with this policy is mandatory for all employees and persons visiting all Eskom premises.
- b) All employees must be fully conversant with this policy and how it relates to the Tobacco Products Control Act 83 of 1993, as amended. This shall include making the contents of this policy available to all new appointees during the Eskom induction programme.
- c) Employees or persons who violate this policy shall be subjected to disciplinary action in accordance with Eskom's disciplinary procedure. Any other persons shall be removed from the workplace.
- d) Any disputes involving smoking violations shall be handled in accordance with the Eskom dispute resolution process.

2.3 Policy principles or rules

- a) Smoking is not permitted in closed offices, boardrooms, workshops, and "partially enclosed" public places, such as covered patios, verandas, balconies, walkways, parking areas, and in any Eskom movable equipment, including vehicles.
- b) Workplace areas and premises should display appropriate no-smoking signage in line with the stipulations of the Tobacco Products Control Act 83 of 1993.
- c) Smoking outdoors is allowed in clearly demarcated areas. Where possible, Eskom may provide outdoor designated areas in which smoking is permitted. Such areas should comply with the requirements stipulated in the Tobacco Products Control Act 83 of 1993.
- d) Designated smoking areas should not be within 20 m from any entrance to the buildings, any window, any doorway into a public space, or any ventilation system or air intake system.
- e) Designated areas should be clearly marked and demarcated.
- f) Suitable signs marked "**SMOKING AREA**" shall be displayed in all designated smoking areas.

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- g) No person under the age of 18 shall be allowed into a designated smoking area.
- h) All designated smoking areas shall display the following message at their entrance or within the smoking area: "SMOKING OF TOBACCO PRODUCTS IS HARMFUL TO YOUR HEALTH AND TO THE HEALTH OF CHILDREN, PREGNANT OR BREASTFEEDING WOMEN, AND NON-SMOKERS. FOR HELP ON QUITTING, PHONE 011 720 3145."
- i) Notices and signage indicating areas where smoking is permitted and not permitted shall be permanently displayed. Signs indicating that smoking is not permitted shall carry the following warning: "ANY PERSON WHO FAILS TO COMPLY WITH THIS NOTICE MAY BE PROSECUTED AND MAY BE SUBJECTED TO DISCIPLINE AND/OR A FINE."
- j) Smokers and users of tobacco products must dispose of the remains in proper containers provided in the designated areas.
- k) Ashtrays shall not be made available or displayed at entrances of buildings or in any area where smoking is prohibited.
- l) All employment advertisements and contract agreements shall include Eskom's stance on smoking and must be communicated to all applicants and contractors. All contractors, clients, and visitors shall be made aware of Eskom's stance on smoking and of the provisions of this policy.

3. Supporting Clauses

Not applicable.

3.1 Scope

3.1.1 Purpose

The purpose of this policy is to ensure the health and safety of all employees and visitors at Eskom by complying with the requirements of the Tobacco Products Control Act 83 of 1993, as amended, by providing and maintaining a workplace that is without risk to the health of employees and, furthermore, to prevent disease through the elimination of environmental tobacco smoke (ETS).

3.1.2 Applicability

This policy shall apply throughout Eskom Holdings SOC Ltd divisions and subsidiaries.

3.1.3 Effective date

The policy will be effective from the date of authorisation.

3.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs:

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3.2.1 Normative

- [1] Tobacco Products Control Act 83 of 1993
- [2] Health and Wellness Policy (32-1122)
- [3] Management of Employees with Substance Abuse Procedure (240-76618189)
- [4] Eskom Disciplinary Procedure (32-1113)
- [5] The Constitution of the Republic of South Africa, Act 108 of 1996

3.2.2 Informative

- [6] ISO 9001 Quality Management Systems

3.3 Definitions

Definition	Explanation
An electronic cigarette, also known as an e-cigarette or personal vaporiser	A battery-powered device that provides inhaled doses of nicotine or nicotine-free ingredients by way of a vaporised solution. It is an alternative to smoking certain tobacco products, such as cigarettes, cigars, and pipes.
Environmental tobacco smoke	A combination of drift smoke from the burning end of a cigarette and the smoke exhaled by a smoker. The inhalation of ETS is called passive, involuntary, or second-hand smoking.
Premises	Any building, vehicle, vessel, train, or aircraft in which a person performs work in the course of his/her employment.
Prohibited	Something that people must refrain from doing because it is illegal.
Public conveyance	A means of transporting people on or in any commercial or public aircraft, ship, boat, train, bus, minibus, or taxi.
Public place	Any indoor, enclosed, or partially enclosed area, which is open to the public and includes a workplace and a public conveyance.
Responsible manager	Any person who has staff working under his/her responsibility.
Smoking	To inhale/exhale, sniff, suck, or chew a tobacco product or to inhale/exhale a nicotine-free product. To exhale, hold, or otherwise have control over an ignited tobacco or nicotine-free product, plant, or electronic cigarette, and "smoked" and "smoking" have corresponding meanings. Any electronic cigarette or personal vaporiser that is inhaled/exhaled that produces a vapour that is visible or non-visible.
Workplace	<p>For the purposes of this policy:</p> <p>a) means any indoor, enclosed, or partially enclosed area in which employees perform their duties in the course of their employment.</p>

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	<p>b) means any corridor, lobby, stairwell, elevator, cafeteria, washroom, or other common area frequented by such employees during the course and scope of their employment; and</p> <p>c) excludes any private dwelling and any portion of an area mentioned in paragraph (a) specifically designated by Eskom as a smoking area and that complies with the prescribed requirements of the Tobacco Products Control Act 83 of 1993, as amended.</p>
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3.4 Abbreviations

Abbreviation	Explanation
BU/OU	Business unit/Operating unit
EAP	Employee Assistance Programme
ERE	Eskom Real Estate
ETS	Environmental tobacco smoke
FCO	Functional compliance officer
HR	Human Resources
HRSSU	Human Resources Shared Services
SHEQ	Safety, Health, Environment, and Quality
SME	Subject matter expert
SOC	State-owned company

3.5 Roles and responsibilities

3.5.1 Manager

- a) Provide awareness regarding the Smoking Policy and Tobacco Products Control Act 83 of 1993.
- b) Be responsible for the implementation of this policy and for ensuring compliance.
- c) Investigate all allegations of non-compliance.

3.5.2 ERE

- a) Where smoking is permitted, ensure that designated and clearly demarcated areas are provided with appropriate signage on all Eskom premises.
- b) Provide receptacles for the disposal of ash and butts.

3.5.3 HRSSU

- a) Ensure that all employment advertisements and contract agreements shall include Eskom's stance on smoking and that such stance is communicated to all applicants and contractors.

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3.5.4 Health and Wellness

- a) Provide support to employees who express their desire to stop smoking.
- b) Offer smoking cessation programmes.
- c) Provide referral to external service providers, where necessary.

3.5.5 Security

- a) Eskom security personnel will ensure that employees and visitors co-operate and comply with these legislative requirements.
- b) Any person who contravenes or fails to comply with these regulations or fails to comply with any condition contemplated in the policy shall be guilty of an offence and shall be reported to security personnel.

3.6 Process for monitoring

The process for monitoring the implementation and usage of the Policies, Procedures, Standards and other related governance documentation is the responsibility of the various process owners within the centres of excellence.

Further monitoring as to reviews and or status amendments will be the responsibility Group Human Resources Policy and Procedure Committee.

Integral to the monitoring process by the Policy and Procedure Committee is the influencing of the documents during the crafting and or reviewing phase. All documents to be influenced as follows:

3.6.1 Subheading

Influencing Parties	Description of Influencing
1. SMEs	Provide practical application to the theoretical content
2. Employee Relations	Where require; to coordinate with the CCF process to have influencing / inputs from organized labour
3. Compliance	Declaration by the process owner that the document is aligned to applicable legislation

To ensure oversight is complied with, the submission to the Policy and Procedure Committee to include a statement indicating that the above influencing has taken place and to indicate who and when the influencing was provided.

The Quality (QMS) process will provide assurance by means of internal reviews on an annual basis. The prioritisation of the internal reviews is based on the risk and audit profile; with the proviso that all processes will be reviewed at least every three (3) years.

4. Authorization

This document has been seen and accepted by members of HR Exco.

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This document has been seen and accepted by:

Name	Designation
Keabetswe Mpuru	Corporate Services
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5. Revisions

Date	Rev.	Remarks
February 2024	3	Review in line with review period.
November 2019	2	Review in line with ERE/Sustainability/Health and Wellness.
March 2012	1	Review in line with the Tobacco Products Control Act Regulations relating to smoking in public places and certain outdoor public places. Also, in support of Eskom's "smoking-free stance".
October 2010	0	Adopted for Back to Basics.

6. Development Team

The following people were involved in the development of this document:

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7. Acknowledgements

Language Services

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