

NO SMOKING POLICY

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DP WORLD

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INTRODUCTION

DP World Karachi, QICT is a committed organization that aims to provide a Safe and Healthy workplace, plant & equipment. To protect all the stakeholders from any unforeseen event by complying with mandatory requirements and with proper planning and safe loading and discharging of containers from vessels, trains and trucks, container movement through Rail & road services, internal transportation and storage of containers encompassing conventional, temperature-controlled units and delivery within the stipulated time frame.

PURPOSE

The Policy is intended to clearly inform stakeholders of the DP World Karachi regarding prohibition of smoking. The aim of this Policy is to encourage a healthier and more productive environment to work in and also to avoid conflict in the workplace in accordance to the law as stated in the Prohibition of Smoking and Protection of Non-smokers Health Ordinance 2002.

SCOPE

The Policy applies to:

- DP World Karachi terminal and its offshoot operating entities in Karachi and Lahore including ICD Lahore aka DP World Lahore, where it exercises operational control;
- All internal, external stakeholders, and individuals working on behalf of the DP World Karachi including employees, contractors, visitors and suppliers selling and/or providing services to DP World Karachi and its operating entities.

Every employee of DP World Karachi, including external service providers shall accept personal responsibility and be respectively accountable to comply with No Smoking Policy.

POLICY

Objectives

- The objectives of the Policy on Smoking in the Workplace are to:
- Ensure compliance with applicable legislation
- Protect non-smokers from involuntary exposure to secondhand (passive) smoking
- Establish a smoke-free environment for non-smoking staff members, visitors and clients
- Regulate where smoking is and where smoking is not permitted.

Responsibility

The Chief Executive Officer (CEO) holds ultimate responsibility for the implementation of this Policy at all levels of the organization, the CEO and the management (senior & middle) shall lead the creation of a company-wide culture by facilitating the implementation of this Policy and monitoring adherence at all levels. The Human Capital & HSE Department shall be responsible for review of concerns, complaints, or questions about the application of this Policy referred to them by management or staff.

Designated Non-Smoking Area

All areas defined in workplaces and public service vehicle shall be considered as designated Non-Smoking area. Especially areas like office rooms or halls, elevators, lobby and staircase, emergency exits, bathrooms & lavatories, Yard stacking & wharf/quay area. All covered places shall not be used for smoking unless properly defined and signed as "SMOKING AREA" or "SMOKING ZONE".

The transportation facility provided by the company for the commute of its employees shall be considered as designated Non-Smoking Area as well.

Designated Smoking Area

Designated smoking area shall be properly labelled as “SMOKING AREA” or “SMOKING ZONE”.


In case of unavailability of an outdoor location, an aerated room with proper forced ventilation can be nominated provided that it shall be a room exclusively used for SMOKING and not a common place wherein exposing non-smokers to the harmful effects of SMOKING.

Disciplinary Procedures

No person shall indulge in SMOKING at the workplace apart from within the defined/demarcated designated areas and if found contrary to, the Policy on Smoking in the Workplace or smokes in circumstances where he or she is not permitted to do so, this shall constitute misconduct and shall subject to a fine of PKR. 1000/- and beyond in accordance with HSE Breach Management System.

RELATED STANDARDS, POLICIES AND PROCESSES

The DP World Karachi No Smoking Policy should be read in conjunction with:

- QHSE policy;
 - HSE Breach Management System;
 - Prohibition of Smoking and Protection of Non-smokers Health Ordinance, 2002; and
 - S.R.O 654 (I)/2003.
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DEFINITIONS AND TERMS

In this Policy the following definitions apply, unless the context requires otherwise:

Company	DP World Karachi
Smoking	Smoking of tobacco in any form, whether in the form of cigarettes, cigar or otherwise with the aid of a pipe, wrapper or any other instrument; this includes vaping as well
Tobacco product	Any product manufactured or derived/extracted from tobacco and intended to be smoked or intended for use by smoking, inhalation and/or sniffing
Place of public work or use	Any place declared as such under section 3 of the Prohibition of Smoking and Protection of Non-smokers Health Ordinance 2002, and includes auditoriums, buildings, health institutions, amusement places, restaurants, public offices, court, buildings, cinema halls, conference or seminar halls, eating houses, hotel lounges, other waiting lounges libraries, bus stations or stands, sports stadiums, educational institutions, libraries and the like which are visited by the general public but does not include any open place;
Public service vehicle	Any Motor Vehicle used or adapted to be used for the carriage of passengers for hire or reward, and includes a motor cab, contract carriage, and stage carriage as defined in West Pakistan Motor Vehicles Ordinance, 1965
S.R.O	Statutory Regulatory Order
QHSE	Quality, Health, Safety and Environment

HISTORY

Version Number	Review Date	Summary of Changes
2.0	October 2020	<ul style="list-style-type: none"> Amended definitions Amended designated areas for smoking & non-smoking
2.1	October 2021	<ul style="list-style-type: none"> Logo changes and transfer to new template Document number standardized
3.0	October 2022	<ul style="list-style-type: none"> Transferred to new template Document number standardized Addition of Introduction and scope of policy in line with GHSE policy Amended policy purpose Amended the sub-section of policy i.e., Responsibility Addition of Related Standards, Policies and Processes Addition of definition and terms

This Policy has been developed by HSE and is subject to annual review.

Approved by: CEO
Department: Health, Safety & Environment (HSE)
Revision Number: 3.0
Revision Date: October 2022

**ALL QUERIES IN RELATION TO THIS
POLICY SHOULD BE DIRECTED TO
HSE TEAM AT**

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