

SMOKING POLICY

	Prepared By: Head of HSE	Rev No. 002	Effective Date: 01.05.2019
		Rev Date. 06-10-2020	
Doc. Title: Smoking in the Workplace Policy	Approved By: CEO	Doc. No. HSE-P-04	Page No. 1 of 1

Purpose of the Policy:

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 law as stated in Prohibition of Smoking and Protection of Non-smokers Health Ordinance 2002.

Objectives of Policy:

The objectives of the Policy on Smoking in the Workplace are to:

- Ensure compliance with applicable legislation
- Protect non-smokers from involuntary exposure to second-hand (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 top management shall be responsible for 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 as referred to them by management or staff.

Definitions:

- '**Smoking**' means 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**' means 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**' means any place declared as such under section 3 of Prohibition of Smoking and Protection of Non-smokers Health Ordinance 2002, and includes auditoriums, buildings, health institutions, amusement centers, 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 general public but does not include any open place;
- '**Public service vehicle**' means 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

Designated Non-Smoking Area:

All areas defined in workplace 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 and 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.

References:

- Prohibition of Smoking and Protection of Non-smokers Health Ordinance, 2002*
- S.R.O 654 (I)/2003*

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