



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT

SMOKING POLICY

REF: S.9/3/P

Date of approval: 5 October 2016

Recommended:

2016-09-30

Head of Department

Date

(Maisela, RJ)

Approved:

05/10/16

Honourable Member of Executive Council

Date

Mapula Mokaba-Phukwana (MPL)

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1) Acronyms and abbreviations

HOD	Head of Department
LDARD	Limpopo Department of Agriculture and Rural Development
MEC	Member of Executive Council

2) Executive summary

This is a very concise policy which stipulates everything with regards to staff as well as visitors who would like to smoke during office hours as well as after hours at any of the premises occupied by the LDARD.

3) Introduction

Smoking of tobacco products is regulated by Law and all employees are under the obligation to ensure that staff adhere to and respect the laws of the country. In this sense the LDARD is no exception and therefore, the rights of both those persons who do not smoke as well as those who do prefer to smoke, are being protected.

4) Purpose and objectives

The purpose of this Policy on Smoking is to ensure that there is precise clarity with regards to smoking at all offices of the LDARD.

5) Authority

This Policy on Smoking is issued under the custodianship of the Hon MEC for Agriculture and Rural Development as well as the HOD in the capacity of Accounting Officer.

6) Legal Framework

This policy is developed according to the Tobacco Products Control Act - as amended (Act 63 of 2008)

7) Scope of application

This policy is applicable to:

- a) All staff members of the LDARD (including contract workers and interns, etc.)
- b) All visitors to the offices of the LDARD
- c) All office buildings of the LDARD – irrespective of the location of the building and whether or not the building is occupied temporary or permanent

8) Definitions

Smoking: Refer to the smoking/use of cigarettes, pipes, cigars, “rolies” or any other product containing tobacco.

9) Policy Pronouncements

Smoking in public places and smoking in the workplace, is regulated by the Tobacco Control Act of 1993 (which was amended in 2008). The Guide on labour Law, does not regulate this matter.

With regards to the LDARD the following is applicable:

- a) No smoking during office hours will be allow inside any office building occupied by the LDARD whether there is a signboard/notice displaying this information or not.
- a) No smoking after hours will be allow inside any office building occupied by the LDARD whether there is a signboard/notice displaying this information or not.
- b) This policy is applicable to the use of all the different tobacco products available (not only cigarettes).
- c) This policy is applicable to all products/devices used for smoking – be it commercial or self-fabricated.
- d) The LDARD is not under any obligation to make provision for smoke breaks.
- e) Smoking will only be permitted at dedicated areas **outside** (which should not be closer than 10 meters from any office building).
- f) It is the obligation of each and every person who enters/use the Offices of the LDARD to familiarise himself/herself with the Policy on Smoking.
- g) This policy is applicable to all offices occupied by the LDARD – wheatear it is at the districts, Head Office, municipalities, etc.
- h) Non-compliance to this policy will lead to disciplinary action.
- i) This policy is valid at all times and under all circumstances and is applicable even if no notice board/sign is displaying the “no smoking” information.

10) Default

No deviation from this policy will be allowed. Any deviation from this policy is contradicting the law that regulates the use of tobacco products.

11) Inception date

The date of approval (as indicated on the cover page) is also the date of inception.

12) Termination and review

This Policy on Smoking will be reviewed every 2 years or as and when a need arise.

13) Enquiries

Any enquiries regarding this Policy on Smoking should be directed towards:

The Director

Employee Wellness & Special Programmes

LDARD

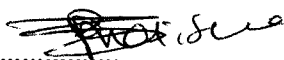
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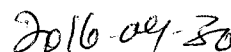
Tel: 015 294 3000

Recommended by:



Maisela, RJ

(Head of Department)




Date

Approved by:



Honourable Member of Executive Council

Mapula Mokaba-Phukwana (MPL)



Date