

# **'SMOKING' POLICY**

**PREPARED FOR**

**CEDERBERG MUNICIPALITY**

## **Introduction**

The Municipality wants to ensure that the health of employees and the public is not compromised through exposure to tobacco smoke and therefore supports no smoking in the municipal buildings / facilities.

The Municipality will rely strongly on the co-operation of managers and employees to adhere to the No-Smoking Policy.

### **The Municipality will ensure that:**

- employees are protected from tobacco smoke in the workplace;
- restrictions and prohibitions upon smoking are implemented in a manner which accommodates the preferences and needs of non-smokers who wish not to be exposed to tobacco smoke.
- Smoking is strictly prohibited in all workplaces where council activities are performed, including offices, toilets, tearooms, vehicles, etc.
- smoking shall only be permitted in the designated smoking areas or rooms.

It shall be the line manager's responsibility to ensure that productivity is not compromised through smoking habits.

Disciplinary action shall be instituted against anyone not adhering to the No-Smoking Policy.