

# OVERBERG DISTRICT MUNICIPALITY

## SMOKING POLICY 2015



<b>Council Resolution No</b>	: M260
<b>Date</b>	: 27.07.2015
<b>Municipal Manager</b>	: [Signature]
<b>Executive Mayor</b>	: [Signature]
<b>Reference No</b>	: 9/11B
<b>Municipal Code No</b>	: P-S-03.1

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1. **PURPOSE OF THE POLICY**

The purpose of this policy is to prohibit smoking at the workplace.

2. **POLICY OBJECTIVE**

To put guidelines in place for the smoking of tobacco in municipal buildings/offices and –vehicles.

3. **DEFINITION**

**“smoking”**, The action or habit of inhaling and exhaling the smoke of tobacco or a drug: *the effect of smoking on health*

4. **GUIDELINES**

4.1 Smoking in municipal buildings/offices and –vehicles is prohibited.

4.2 Employees are not allowed to smoke within 10 metres from any buildings, not in front of doors leading into a building or open windows, passages or covered parking areas.

4.3 Smoking will only be allowed in restricted areas, as agreed by the Municipal Manager.

4.4 Smoking timeframes must be monitored by Supervisors/Head of Departments to ensure that productivity is not compromised.

4.5 Employees who do not obey the rules of this policy may be charge, after an investigation, according to the disciplinary procedures and Code of Good Practice.

4.6 “No smoking” signs must be displayed at all municipal buildings.

5. **RELATED POLICIES/LEGISLATION**

5.1 Tobacco Control Act, 83 of 1993

5.2 Disciplinary Procedures and Code Collective Agreement

5.3 Municipal Systems Act, 32 of 2000, Schedule 2, Code of Conduct for Municipal Staff Members

6. **EFFECTIVE DATE**

This policy shall come into effect on the date which it was adopted by Council and shall remain in full force and effect until it is reviewed, revoked or amended by Council.

**EXTRACT FROM THE COUNCIL MINUTES HELD ON 27 JULY 2015**

Item M260. 27.07.2015

**HR (HUMAN RESOURCES) POLICIES (REVIEW)**  
**(Ref.:9/1/B)**

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J C P Tesselaar: Director Management Services/CFO

**PURPOSE**

To seek Council approval for the proposed review of HR policies.

**BACKGROUND**

Municipalities are required to review HR policies. All proposed policies tabled and discussed at Local Labour Forum.

**LEGAL REQUIREMENTS**

Annual review of HR policies

**ATTACHMENT**

Proposed review of the following HR Policies:

- Overtime
- Smoking
- Employee Assistance Program Policy
- Cellular Phones and Data Card Policy
- Dress Code

**UNANIMOUSLY RESOLVED:** (Proposed by cllr I Sileku and seconded by cllr K Tiemie)

The amended reviewed HR Policies is approved with effect 1 August 2015.

- Overtime
- ▪ Smoking (Scrap paragraph 4.3)
- Employee Assistance Program Policy
- Cellular Phones and Data Card Policy
- Dress Code

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