

SMOKING, DRUGS & ALCOHOL POLICY

TT-FOA-34

Effective Date

Standard Operating Policy – Finance,
Operations & Administration

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Approvals

The signatures below confirm that the reviewers agree with the content of the document and that this document is approved for implementation within Tshiamiso Trust.

Name	Position	Signature	Date
Prof. May Hermanus	Chairman of the Board		01/12/2021
Kgomotso Molebatsi	Chairperson: HR, Remuneration and Governance Committee		01/12/2021
Daniel Kotton	Chief Executive Officer		02/11/2021

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1. POLICY SCOPE

1.1. Purpose of the Policy

The purpose of this Smoking, Drug and Alcohol Policy of the Tshiamiso Trust (the "Trust") is to ensure a healthy and productive workplace for the Trust's personnel, as well as to ensure that the Trust complies with the regulations of the Tobacco Products Control Amendment Act (the Tobacco Act) and any other relevant legislation.

2. POLICY GOVERNANCE

This Policy is applicable to the Trust's personnel at all levels, and where applicable, its visitors.

3. POLICY STATEMENT

The Trust is committed to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of the Trust's personnel and visitors, as well as to the security of the Trust's equipment and facilities. In terms of the Tobacco Act – smoking of tobacco products in any public place, which includes the workplace, is prohibited. For these reasons, the Trust is committed to the elimination of drug and alcohol use and abuse in the workplace and the prohibition against smoking in public areas.

4. HEALTH, SAFETY & ENVIROMENT POLICY PRINCIPLES

4.1. Policy on Alcohol and Drug Abuse

Management of the Trust openly commits them to actively participate in the implementation of this policy. Principles in respect of Alcohol and Drug abuse:

- a) No employee will be allowed to enter the Trust's premises or be on duty whilst under the influence or in the possession of alcohol or drugs without permission from executive management.
- b) Where management believes that an employee may be under the influence of alcohol or drugs, that employee will be required to undergo an alcohol/drug test, this will be carried out in front of witnesses.

- c) Employees could be requested to be tested by a Service Provider or Professional designated by the Trust for this purpose.
- d) The Trust has the right to request that any employee on the premises or on duty be tested at any time.

4.2. Policy on Smoking

In terms of the Tobacco Products Control Act, 83 of 1993 the following should be adhered to:

- a) The Policy applies to all personnel of the Trust, as well as clients and visitors. It applies in respect of all buildings, premises or enclosed spaces occupied, owned, leased or controlled by the Trust.
- b) No smoking of any tobacco product, regardless of the form of the tobacco product or the method in which it is smoked, is permitted in any building, communal area or any office occupied or used or controlled by the Trust.
- c) The general prohibition in the policy includes all entrances, foyers, corridors, staircases and stairwells, lifts, toilets, conference rooms, tearooms, basements and recreational areas.
- d) No smoking is permitted in any vehicle owned, operated, leased or controlled by the Trust.
- e) Employees, visitors, or clients who wish to smoke may only smoke outside any building or premises owned or controlled by the Trust at area demarcated for smoking
- f) Disciplinary action for a breach of this smoking policy after initial counselling fails will take the form of the progressive conditions provided for in the disciplinary code. Breaches can result in final written warnings or even, in cases of persistent breaches of this policy, in dismissal for misconduct.
- g) The Trust reserves its right to evict visitors and/or clients who refuse to comply with instructions to refrain from smoking in any of its building or premises.
- h) The following sign must be displayed at all entrances and exits to buildings or premises owned, leased or occupied or controlled by Tshiamiso Trust:

"Smoking is not permitted anywhere in this building, including offices, corridors, lifts, staircases, basements and underground parking areas. Employees, visitors and clients who wish to smoke are kindly requested to smoke outside the building".

- i) Special care must be taken when smoking on the Trust's premises. No cigarette end may be discarded at any area. All cigarette end to be place in smoking bin at smoking area. Failure to adhere to this will result in disciplinary action being taken against employees and non-employees will be requested to leave the premises.

This policy and all related documents must be interpreted and applied in a manner consistent with the:

- Occupational Health and Safety Act No. 85 of 1993;
- Labour Relations Act 66 of 1995 as amended;
- Basic Conditions of Employment Act 75 of 1997 as amended;
- Employment Equity Act 55 of 1998 as amended; and
- Compensation for Occupational Injuries and Diseases Act 130 of 1993.

