



Annexure J:

General and Smoking Breaks Policy

1. Introduction

At CTECG we strive to create a healthy, safe and risk-free environment for all employees. It is our aim to balance the needs and rights of all our employees, both smokers and non-smokers while ensuring a productive and healthy work environment. As far as the context of this policy is concerned smoking shall be considered to include vaping, the use of tobacco products and/or any other form of smoking or inhalation.

2. Break Times and Duration

- a. Coffee, tea and/or smoking breaks will only be allowed two (2) times a day and for up to ten (10) minutes at a time.
- b. Lunch breaks will be an hour for each employee per day, in rotation time slots to ensure that there is always an adequate number of employees per department on duty, in order to ensure that business operations are not negatively affected.

3. Non-smoking areas

Any area in which a fire or safety hazard exists, including the following:

- a. In or near employers owned vehicles as well as the parking lot.
- b. Training, conference and staff rooms, rooms where meetings are held and or progress.
- c. Common areas including store-rooms, reception areas, customer service areas and rest rooms.
- d. Any areas where equipment can be damaged.
- e. Any area not specifically designated "smoking permitted". Smoking will be prohibited in workplaces, but smoking areas will be provided to accommodate smokers.

4. Designated Smoking Areas

The following areas are designated smoking areas to prevent smoking in prohibited areas and to minimize exposure to second-hand smoke for non-smokers.

- a. Outside in the designated smoking area which is indicated with a smoking sign.
- b. Away from office windows and entrances to prevent and minimize second-hand smoking.

5. Non-smoker considerations

- a. Smoking is harmful to your health and can cause life-threatening diseases, such as cancer therefore, it is important to prevent and minimize second-hand smoking and protect the health of non-smokers.
- b. According to the Labour Law, everyone has the right to a healthy environment as such second-hand smoking may be a violation of this right.

6. Productivity and Violations

- a. Employees should manage their coffee, tea and/or smoking breaks in a responsible manner to respect departmental needs and management discretion.
- b. Employees are not permitted to be loitering during office hours. Time spent waiting should be used in a productive manner and employees should wait in the boardroom or on support desk.
- c. Prolonged or frequent absences may be dealt with as a matter of performance and conduct in terms of the company's Disciplinary and Grievance Procedure.
- d. The sale of tobacco products shall constitute a violation not be allowed on the premises.

7. Smoking Cessation Support

Smoking is harmful to your health and can cause life-threatening diseases, such as cancer therefore we encourage employees to take the step and quit smoking.

- a. The company will provide support to employees who choose to stop smoking.
- b. You are welcome to visit the following links for more information
 - i. <https://cansa.org.za/how-to-quit-smoking-and-why/>
 - ii. <https://heartfoundation.co.za/stop-smoking/>

8. Disciplinary Action

Violations of this policy may result in disciplinary action, up to and including termination of employment, in accordance with the company's disciplinary procedures.

- a) Uncommon and unintentional violations may warrant a verbal and/or written warning.
- b) Frequent and intentional violations may lead to suspension and/or termination.

9. Review and Amendments

This General and Smoking Break Policy may be reviewed periodically to ensure its effectiveness and compliance with legal requirements. Amendments or updates to the policy will be communicated to all employees in a timely manner.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read, understood, and agree to abide by the provisions set forth in this General and Smoking Break Policy.

Employee Name and Surname

Signature

Date