



Smoke-Free Building Policy

Top management of **MCE** is dedicated to promoting health and wellness and recognizes that tobacco is an extremely addictive substance. **MCE** is committed to providing a healthy and productive work environment. As required by the Tobacco Products Control Act, 12 of 1999 as amended applies, it will be our policy to provide a smoke-free workplace, effective as of the posting of this policy. This policy is effective at times and applies to all employees, clients, contractors, visitors and others.

This policy will be posted and copies will be made available to anyone who requests one. The policy will be supervised by the management of **MCE**.

Effective at the posting of this policy the use of all tobacco products is banned in:

-  all enclosed areas where work is performed, as well as in all rest rooms, all meeting rooms, all lunch rooms and all private offices.
-  all outdoor locations, including outdoor eating areas, parking lots and within vehicles including personal vehicles whenever such vehicles are parked on company property.
-  all employer-owned and all employer-leased vehicles used by employees at all times.
-  all employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons at all times.

Signs detailing the requirements of this policy will be posted at the entrance to all workplace property, at all building entrances and throughout all buildings that comprise the workplace. In addition, this policy will be included in training manuals and new employee orientation.

MCE understands that tobacco is a legal product, and further recognizes that as an employer, the workplace may not require that employees or prospective employees refrain from tobacco use when not at work, and will not discriminate against employees who use tobacco outside of employment.

The success of this policy will depend on the cooperation of both tobacco users and nonusers. Everyone is responsible for following and helping to enforce the policy. Problems should be brought to the attention of the appropriate manager. Violations of this policy will be handled through the established disciplinary procedures.

Signed: _____

Principal Director – Echolls Mkhabele

Dated: 6th March 2013

Signed: _____

Principal Director – Efious Mugwagwa

Dated: 6th March 2013