



SMOKING & VAPING POLICY

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1. PURPOSE

Montego Pet Nutrition, as an employer, has a legal obligation to comply with the regulations of the *Tobacco Products Control Act 83 of 1993 (as Amended)* and any other relevant legislation.

In terms of the Act – smoking tobacco products and vapours in any public place, including the work environment, is prohibited.

2. AIMS OF THIS POLICY

The Policy seeks to:

- Ensure a working environment that protects Montego Pet Nutrition employees, suppliers, visitors, contractors, clients or any other members of the public who enter any Montego Pet Nutrition premises and vehicle from the harm caused by tobacco.
- Ensure a working environment free of the vapours and chemical emissions of e-cigarettes and other electronic nicotine delivery products.
- Address the issues of smoking and vaping in Montego Pet Nutrition business and private vehicles, and where employees have business meetings with clients.
- Comply with the core provisions of the regulations of the *Tobacco Products Control Act 83 of 1993 (as Amended)*.

3. INTRODUCTION

The regulations of the *Tobacco Products Control Act 83 of 1993 (as Amended)* place a duty on employers to 'provide and maintain a safe working environment which is, so far as is reasonably practicable, safe, without health risks and adequate as regards facilities and arrangements for their welfare at work'.

4. SCOPE OF THIS POLICY

This Policy applies to all individuals who enter any Montego Pet Nutrition working environment, including employees, visitors, contractors, clients and those who use vehicles owned or operated by Montego Pet Nutrition for business purposes and private vehicles used for Montego Pet Nutrition business. It also applies to employees during business appointments or other interactions, regardless of whether the non-employee smokes or vapes.

As part of our commitment to ensuring the safety and well-being of our employees and visitors, Montego Pet Nutrition has a legal obligation to take reasonable care in protecting them from the harmful effects of smoking and vaping. With this Policy, we aim to create a safe and healthy working environment for all employees.

5. DEFINITIONS

TERM	DEFINITION
Smoking / Vaping	Smoke means to inhale, exhale, hold or otherwise have control over an ignited tobacco product, weed or plant, and 'smoked' and 'smoking' have corresponding meanings. Vaping means vapours and chemical emissions of e-cigarettes and other electronic nicotine delivery products.
Tobacco Product	Tobacco product means any product manufactured from tobacco and intended to be smoked or used for smoking, inhalation, chewing, sniffing, or sucking.
Working Environment	The working environment encompasses all areas within and around Montego Pet Nutrition facilities and perimeters where employees perform their duties. This includes corridors, lobbies, stairwells, elevators, cafeterias, washrooms, and other common areas frequently visited by employees. Additionally, any partially enclosed areas such as covered patios, verandas, balconies, walkways, publicly accessible outdoor areas (except for designated smoking areas), and parking lots that form part of public places are also considered part of the working environment.

6. RESTRICTIONS ON SMOKING AND VAPING

- Smoking and vaping are not permitted in any Montego Pet Nutrition working environment or at entrances (other than designated external areas) managed, leased, or owned by Montego Pet Nutrition at any time by any person, regardless of their status or business with our organisation.
- The SHE Manager will identify smoking and vaping areas at the different sites.
- Designated external areas where smoking or vaping is permitted will be marked and positioned away from doorways and windows through which smoke or vapours may enter and cause a nuisance to those in any working environment.
 - *Butt bins* will be provided in or near these areas. Employees must use *butt bins* to avoid disciplinary action being taken.
- Smoke breaks may only be taken with the approval of the employee's direct line Manager.

7. VEHICLES

- Smoking and vaping are prohibited under any circumstances or at any time in vehicles owned or leased by Montego Pet Nutrition.
- Smoking and vaping are not permitted in private cars owned or leased by employees or Montego Pet Nutrition customers at times when they are used to carry other Montego Pet Nutrition employees, suppliers, contractors, visitors, clients or any other members of the public on Montego Pet Nutrition business or whilst on a Montego Pet Nutrition premises.

8. CLIENT MEETINGS OR VISITS

- Smoking during a client visit may be permissible if both the employee and the client are smokers, and the client has explicitly requested it.
- If the client is a non-smoker, the employee should avoid smoking during the meeting to respect their right to a smoke-free environment. This approach will display professionalism and consideration towards the client's needs while promoting a healthy and safe work environment.

9. PROMOTIONALS SHOWS, EXPOS AND EVENTS

At promotional events such as shows, expos, and in-store promotions, Sales employees representing Montego Pet Nutrition are permitted to smoke, provided that they adhere to the prescribed *Smoking Regulations* and remain out of sight from customers or attendees.

10. CHARGING E-CIGARETTES AND OTHER ELECTRONIC NICOTINE DELIVERY SYSTEMS

No Smoking or vaping device may be charged at or on company premises, in a company vehicle, or company-owned computer equipment.

11. DISCIPLINARY ACTION AND REPORTING

- Any member of employees refusing to observe the Policy by smoking or vaping in unauthorised areas will be liable to disciplinary action by the *Disciplinary Procedure*.
- Any employee found guilty of discarding cigarette butts or other tobacco-related products on any Montego Pet Nutrition premises will be subject to a *Disciplinary Procedure*.
- All employees have a role in enforcing the Policy and must report any observed or reported breaches to their Manager / Supervisor.
- If a member of the public refuses to stop smoking or vaping in a designated no-smoking or vaping area, they should be asked to leave the premises and informed that Montego Pet Nutrition will refuse to deal with them whilst they are in breach of the smoking and vaping restrictions.

12. ENQUIRIES

The Human Resources Department shall review concerns, complaints, or questions about applying this Policy as referred to them by Management or Montego Pet Nutrition employees.