

Black Mountain mine

SMOKING POLICY

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❖ **Change History**

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❖ **Definitions and Abbreviations**

Word / Phrase / Abbreviation	Definition
Smoking	Refers to the lighting and/or exhalation of smoke of any tobacco product and exhalation of any electronic devices in a form of a cigarette.

POLICY STATEMENT

The adverse effects of smoking and secondary smoke on human health are well-known and Black Mountain Mine has a moral and legal obligation to ensure a healthy work environment.

It is Black Mountain Mine's intention to properly manage smoking on its premises and in Company vehicles in compliance with national legislation.

It is also the policy of Black Mountain Mine that all employees including Business Partners and visitors shall be treated fair and equal.

1. Purpose Scope and Users

- To prescribe the Company's philosophy and the restrictions on smoking.
- To ensure that a healthy workplace environment is maintained and that the health and wellbeing of non-smokers is not adversely affected by exposure to all forms of smoking including tobacco and electronic cigarettes (e-cigarettes)
- To minimise fire risks in both office and operational areas.
- To comply with the Tobacco Products Control Act.
- To adhere to principles of mutual respect.

The policy applies to all persons entering the Black Mountain Mine premises and/or travelling in Company vehicles.

2. Prohibitions on Smoking Tobacco Products

2.1 Smoking is prohibited in any enclosed or partially enclosed area which is open to the public, whether occupied by one or more persons or not. Such work areas include, but are not limited to the following:

- Offices, workshops, and plant operational buildings
- Company vehicles
- All Underground areas
- Storerooms, substations and MCC rooms
- Canteens or any place where food is prepared
- Boardrooms, training rooms and facilities
- Restrooms, toilets, change houses and laundry facilities
- Medical facilities
- Corridors, passages etc.

2.2 Appropriate signage will be strategically placed to remind smokers that they are entering, or in, a non-smoking area.

- 2.3 Repeated non-compliance will result in disciplinary action. Visitors must be advised that they are in a non-smoking area and must extinguish cigarettes immediately.

3. Designated Smoking Areas

- 3.1 The General Manager, in consultation with a HSE Head, will designate appropriate smoking areas, in compliance with legislation.
- 3.2 Smoking areas must be clearly demarcated by the requisite signage and smoking is restricted to that immediate location. The designated areas must be no closer than 10 metres from building entrances to ensure that there is no ingress of tobacco smoke into the building. All demarcated smoking areas are to have the necessary steel receptacles for the safe disposal of cigarette butts.
- 3.3 No person under the age of 18 years is permitted to be present in a designated smoking area.
- 3.4 Individual arrangements for “smoke breaks” between employees and their supervisors should be agreed so that work output is not negatively affected.
- 3.5 Employees who engage in the smoking of tobacco products and e-cigarettes have an interdependent duty to ensure that they do not expose non-smokers to the smoke.

4. Training

- 4.1 Educational / warning notices should be displayed in appropriate locations.
- Example:** “Smoking of tobacco products is harmful to your health and to the health of children, pregnant or breastfeeding women and non-smokers”.
- 4.2 Training with regards to the adverse health effects is provided by the training department as part of the general induction programme.
- 4.3 The company shall ensure that the provisions of this procedure are communicated to all Black Mountain Mine employees, Business Partners employees and visitors.

5. Legal Penalties and Disciplinary Steps

- 5.1 Visitors who access Black Mountain Mine property and who ignores these requirements may expose themselves to eviction from the property, criminal conviction and fines under the Act.
- 5.2 Black Mountain Mine and Business Partners Employees who fail to comply to this procedure will be disciplined by the company and may also expose themselves to criminal conviction and fines under the act.

6. Compliance and Complaints

- 6.1 Persons who do not wish to be exposed to smoke in the workplace may lodge a objection about smoking in the workplace without fear of retaliation.

- 6.2 Such objections maybe lodged with the Head HSE or Chairperson of Joint Health and Safety Committee for further consideration and action if necessary.

7. Validity and Document Management

7.1. Document Validity

This Policy is effective from [txtEffectiveDate] and was last reviewed on [ReviewDate]. This Policy will be reviewed every [txtReviewCycle].

7.2. Document Management

- 7.2.1. This Policy replaces any other policy issued earlier by VZI to the extent specifically covered here. This Policy should be followed in letter and spirit.
- 7.2.2. VZI is committed to continuously reviewing and updating policies and procedures, based on the Entity's risk assessment and shall incorporate for any regulatory requirement which is required to do so.
- 7.2.3. Any amendment to this Policy or issue of any guidance or circular etc. under this procedure must be approved in writing by the approving authority as listed in this document.
- 7.2.4. VZI reserves the right to withdraw, modify or revise the Policy as a whole / partial without providing any justification for the same. On revision, it should be duly communicated to the personnel involved.
- 7.2.5. If compliance with this Policy ever conflicts with the applicable law, regulation, directives issued by statutory and or regulatory authority then compliance must be ensured with the law.
- 7.2.6. In order to ensure compliance or to address any known conflicts with the law or to address any specific local requirements, VZI may adopt local sub-procedures which shall be by way of addendum to this Policy and which shall be approved by the approver of this Policy. Proposing of such addendum shall be the responsibility of the respective Entity's competent authority who is at an equivalent level with the Policy owner as set out in this document.

7.3. Violation of Policy

- 7.3.1. VZI follows a "Zero Tolerance Policy" with respect to non-compliance with this Policy and/or any other Policy / guidance issued by VZI.
- 7.3.2. Violation of this Policy is subject to appropriate disciplinary actions which may include but not limited to termination of employment. This determination will be based upon the facts and circumstances of each situation. Any accused of violation of this Policy will be given an opportunity to present their case prior to any determination of appropriate disciplinary actions. Violation of this Policy may also be subject to substantial civil damages, criminal fines and prison terms.

- 7.3.3. Each employee is responsible for ensuring that their conduct and the conduct of anyone reporting to them shall fully comply with this Policy. Compliances, both personal and by subordinates, will be a factor in periodic performance appraisals.

7.4. Disclaimer

- 7.4.1. This Policy issued by VZI is for internal compliance and does not create, nor shall it be construed to create, directly or implicitly, any rights, duties or obligations of VZI to any person, body or legal Entity.
- 7.4.2. This document and its contents are the copyright property of VZI. The release of this document to any third party outside VZI is strictly prohibited without prior consent.

8. Review and Approval

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This document was approved (in sequence) by the individuals above using electronic approval in our Document Control System.

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❖ **Annexures / Appendix**