



Open Governance - Democracy - Human Rights

Restoring people's trust in their government by making governments more open and transparent

Gsm. +237 69999 7093 / 67105 0571 - Email. info@afroleadership.org - Yaoundé, Cameroon

Smoke Free Workplace Policy

Version 1.0



Smoke Free Workplace Policy

Policy brief & purpose

Our **employee smoking policy** outlines our rules regarding smoking in the workplace. This policy aims to protect non-smokers without unreasonably depriving smokers from their right to smoke.

What is covered under the Employee Smoking Policy?

Our employees who smoke need to follow this policy so they will :

- Protect non-smokers from second-hand smoking
- Avoid setting off alarms and smoke detectors
- Preserve an image of a clean workplace
- Avoid fires from discarded cigarettes

We'll follow any legal guidelines regarding indoor smoking.

Scope

This policy applies to all employees of AfroLeadership as well as to visitors, contractors and temporary staff.

Policy elements

Our policy refers to all tobacco products. As a general rule, smoking isn't allowed indoors. This rules refers to :

- Working areas
- Hallways
- Staircases
- Restrooms
- Warehouses
- Organization vehicles
- Kitchen and Cafeterias

We may establish designated areas that are properly ventilated and secluded.

Smoking is prohibited indoors at any time, not just during working hours. If an employee stays late at work, they're still obliged to follow this policy.

Areas where smoking is permitted

We permit smoking during normal breaks at :

- Designated smoking areas
- Balconies and open-air verandas
- Any outer premises including gardens, yards and sidewalks outside of our buildings.

We also advise our employees to :

- Extinguish their cigarettes and discard them only in appropriate containers
- Avoid smoking when they have scheduled meetings with clients or vendors
- Avoid smoking near flammable objects and areas.

Our Organization's actions

We will :

- Place signs at all areas where smoking isn't allowed
- Communicate this policy through bulletin boards, internal newsletters and websites
- Offer smoking cessation seminars as part of our employee wellness program

Any employee who has a complaint regarding this policy can contact our Human resources (HR) department.

Disciplinary Consequences

We expect employees to respect this policy and their colleagues. We'll take disciplinary action towards employees who disregard this policy :

- Employees who violate this policy frequently or cause severe problems (e.g. fires) may face consequences up to and including termination.
- Employees who violate this policy infrequently or don't cause major issues will face reprimands or deduction of benefits.

Managers and our HR department are responsible for taking appropriate action after they investigate any incidents thoroughly.