

# Smoke Free Workplace

Effective Date: 15/2/2016

Amended:

## 1. OBJECTIVE

- 1.1 This policy, procedure and control are set in line with the University's Policy to provide general guidelines to define and regulate smoke free workplace for all staff members.

## 2. POLICY STATEMENT

- 2.1 The University is dedicated to provide a healthy, comfortable, and productive workplace for all staff members. The health hazards related to smoking are well-documented. These health hazards impact both the smokers and the non-smokers who are exposed to secondhand smoke. The University values the health of the staff members, clients and visitors. In order to protect the health of the staff members, clients and visitors from the harmful effects of secondhand tobacco smoke, the Management of Sunway Group has declared that all Sunway Group's company premises, areas and vehicles are smoke free areas.
- 2.2 No person is allowed to smoke any cigarette, cigar or any tobacco products or vape any electronic cigarette or use any smoking devices in the above mentioned places. Anyone who violates this policy is subject to disciplinary actions as specified in this policy.

## 3. SCOPE

- 3.1 The Smoke Free Workplace Policy applies to all staff members, visitors (customers and vendors), contractors and consultants and/or their staff members working in the company premises, temporary/casual workers, students, interns and tourists.

## 4. DEFINITION

- 4.1 **Smoke Free/ Smoke Free Zones:** An environment which is free from smoking of any kind of tobacco leaves or tobacco products or vaping of any electronic cigarette within a premises, areas or vehicles.
- 4.2 **Designated Smoking Areas:** Premises specifically reserved for smoking by the University.
- 4.3 **Smoking:** Inhaling (breathing in) and exhaling (breathing out) the smoke of any type of tobacco products, or the vapor of any electronic cigarette including holding of or having control over any kind of ignited or lighted tobacco products or 'smoking gadgets'.

- 4.4 **Tobacco:** Any product obtained from the leaf of the *Nicotiana Tobacum* plant or other related plants and includes any tobacco product.
- 4.5 **Tobacco Product :** Tobacco, cigarette, cigar, shisha tobacco or any other form of tobacco including any mixture containing tobacco or of any tobacco derivative or substitute, or any form of extraction of tobacco which is designed for human consumption but excludes any medicinal product controlled under the Poisons Act 1952 or the Control of Drugs and Cosmetics Regulations 1984.
- 4.6 **Smoking Gadgets**
- i) Electronic cigarette (a battery-powered device which simulates tobacco smoking by producing a vapor that resembles smoke).
  - ii) Shisha (a single or multi-stemmed instrument for heating/ vaporizing and smoking flavored tobacco called shisha tobacco in which the smoke or vapor is passed through a water basin – often glass-based – before inhalation).
  - iii) Any tools or gadget that is designed to be used for the consumption of tobacco products.
  - iv) Any other tools/ gadgets which use any tobacco products as form for inhalation or that may produce or release any smoke or vapor when inhaled.

## 5. BENEFITS OF SMOKE FREE WORKPLACE

- i) A smoke-free environment helps create a safer, healthier workplace.
- ii) Staff members who are bothered by smoke will not be exposed to it at work.
- iii) Smokers who want to quit may have more of a reason to do so.
- iv) A clearly defined process for dealing with smoking in the workplace.
- v) To uphold the staff members' right for clean and unpolluted air in their workplace.
- vi) The risk of fires is lower.

## 6. SMOKE FREE ZONES

- 6.1 The Government as provided under Regulation 11(1) of the Control Of Tobacco Product Regulation 2004, gazettes the below public places as not allowed for smoking :-
- (a) any entertainment centre or theatre, except any pub, discotheque, night club or casino, at any time when such place is open to the public;
  - (b) any hospital or clinic;
  - (c) any public lift or toilet;
  - (d) any air-conditioned eating place or shop;
  - (e) any public vehicle or public transport terminal;
  - (f) any airport;
  - (g) any government premise;
  - (h) any area which is used for any assembly activity in a building other than private or residential building;
  - (i) any area in any educational institutional or a higher educational institution;
  - (j) any area in a nursery;

- (k) any school bus;
  - (l) any floor with a service counter in any bank or financial institution, Telekom Malaysia Berhad, Tenaga Nasional Berhad, Pos Malaysia Berhad;
  - (m) any shopping complex;
  - (n) any area in a petrol station;
  - (o) any area in a stadium, sports complex, fitness centre or gymnasium;
  - (p) any building or public place which is used for religious purposes;
  - (q) any area in a library;
  - (r) any area in an internet cafe;
  - (s) National Service Training Centres (PLKN); or
  - (t) any private-sector offices with centralised air-conditioning systems.
  - (u) any building specified by the Ministry of Health Malaysia;
- 6.2 Majority of the Sunway Group's premises fall under paragraph 6.1 and as such, banned under the regulation for smoking.
- 6.3 Apart from paragraph 6.2, The Management of Sunway Group declares that all the Sunway Group's company premises, areas and vehicles are smoke free areas.
- 6.4 Staff members, visitors, contractors and consultants and/or their staff members working in company premises, temporary/casual workers, student interns and tourists should not smoke at any of the premises and vehicles mentioned in paragraphs 6.2 and 6.3.

## **7. NON-COMPLIANCE**

- 7.1 Where non-compliance of this policy is concerned, anyone who fail to adhere to this policy shall be subjected to disciplinary actions up to and including dismissal.