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| WISE INDIAN PRIVATE SCHOOL | | <div></div> | | | | | |
| King Faisal Street | | | | | | | |
| Al Riqqah, | | | | | | | |
| Umm Al Quwain | | | | | | | |
| UAE | | | | | | | |
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| POLICY NAME | <u>No Smoking Policy</u> | | | | POLICY NO. | WISE/POL/HSE/ | |
| EFFECTIVE DATE | April 1, 2021 | DATE OF LAST REVISION | March, 2024 | VERSION NO. | 002 | | |

| VERSION HISTORY | | | | | |
|-----------------|--------------------------------|---------------|-----------------------|----------------------------|-----------------------------------|
| VERSION | AUTHOR | REVISION DATE | DESCRIPTION OF CHANGE | APPROVED By: | Signature of Approving Authority: |
| 001 | Kavitha Ashly Admin Officer | April 1, 2021 | New Policy Draft | Sofiya Singh Principal | |
| 002 | Ambika M Admin Officer | March 1, 2024 | Policy Revision | Anjana Iraddi Principal | |
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Wise Indian Private School has a duty of care to protect the health, safety and welfare of its staff and pupils. School recognizes that tobacco smoke, including secondary smoke inhaled from another person's lit tobacco, is a public health hazard and can cause cancer, strokes, heart disease and respiratory disease in both smokers and non-smokers.

This policy in accordance with "The Federal Law No.15 of 2009 regarding Tobacco Control" prohibits smoking, including the use of e-cigarettes or other tobacco products on the school site.

Scope:

This policy applies to all staff, visitors and members of the public within school grounds and immediate vicinity of the premises. Casual/supply staff, local authority employees, agency staff, contractors, self-employed workers and volunteers must also adhere to this policy whilst on the school site.

Aim:

This policy demonstrates the school's commitment to promoting the health of pupils and employees. The primary aims of this policy are to:

- Provide a smoke free school environment for everyone.
- Comply with the requirements of the Federal Law No. 15, which prohibits smoking in enclosed work places, public buildings, offices and work vehicles.
- Comply with the UAE Vision 2021 National Agenda to achieve world class healthcare system where staff, pupils and community are provided a working environment that is safe and without risk to health.

Policy:

- Employees are responsible for ensuring they abide by this policy and comply with the smoking prohibition requirements of "The Federal Law No.15 of 2009 regarding Tobacco Control".
 - Smoking is not permitted, at any time, in any part of the school or in grounds within the immediate vicinity including entrances and exits.
 - Smoking is not permitted in school owned or supplied vehicles or in school buses.
 - Employees of the school, contractors or volunteers must not smoke in their own vehicles whilst on school business.
 - Smoking breaks during work time are not permitted.
 - Staff are requested not to smoke in view of pupils even if they are not on the school site in order not to portray smoking as acceptable and particularly since staff are viewed as role models by the pupils.
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- Smoking whilst on school business during working time is not permitted in any building or any workplace irrespective of ownership.
 - All staff and parent volunteers are expected to refrain from smoking on all school trips, activities and events at all times.
 - Visitors/members of the public must be made aware of the policy as appropriate; any breaches of the policy will be addressed. If an offender continues to smoke after they have been asked to stop, the offender must be asked to leave the premises. When implementing the No Smoking Policy if an employee feels threatened or believes they are in a potentially dangerous situation they must inform the HR/HSE officer/Principal.
 - School will enforce this policy as part of its 'terms and conditions of employment'.
 - Employees in breach of this policy will be dealt with under the disciplinary policy.

ELECTRONIC CIGARETTES

Electronic cigarettes or e-cigarettes are battery powered products that release a visible vapour that

contains nicotine that is inhaled by the smoker. **The No Smoking policy applies to the use of electronic cigarettes.**

Monitoring

- It is intended the policy will be self-enforcing. An employee meeting visitors or clients at a school building or facility must politely advise them of this policy. However, all employees should not enter into any confrontational situation that may put at risk their own safety.
- The school is under CCTV surveillance.
- The HR and the HSE officer are responsible for ensuring that all employees are aware of the policy and that breaches of the policy are dealt with accordingly.