

AKIS Smoking Guidelines

Department:	Human Resources	Revision:	0
Document No:	P01-AKIS-HR-009	Sheet:	1 of 7

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Custodian of this Procedure: Senior Human Resources Officer

Owner of this Procedure: Head of Human Resources

AKIS Smoking Guidelines

Internal Controls

Validation

To assure Management's, Shareholders' and External Agencies' continued confidence in Company's policies and practices; RasGas Internal Audit may verify without notice, compliance with this Procedure.

Signature Page and Revision History

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14 May 2017

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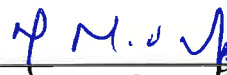


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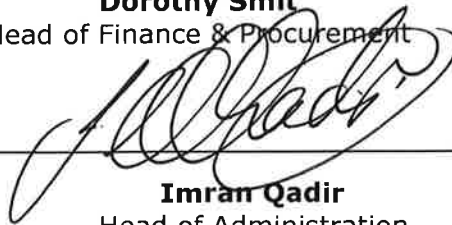


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AKIS Smoking Guidelines

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23.5.17

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Revision Authorization

Rev. No.	Date	Changed Section	Changed By	Endorsed	Approved
0					
1					

Summary of Revisions

Rev No.	Date	By	Description of Key Changes
0			
1			

Procedure Distribution List

Introduction

The Distribution List shows current users of this procedure. Procedure users will be provided with the data link for this document.

Procedure Users

Procedure User	Job Title
AKIS	All Staff

AKIS Smoking Guidelines

1. Introduction

There can be little doubt that attitudes towards smoking in public areas and at workplaces have changed dramatically over the past few years, following an increased concern about matters of health and safety generally and associated educational issues. More recently there have been specific concerns over the effects of "passive smoking" and a growing tendency among children and young people to smoke.

Smoking is known to be one of the principal avoidable cause of premature deaths in the world.

As an international school we look to align with local and international law and adopt internationally recognised best practice. Al Khor international school is poised to implement Qatar smoking ban law No.10 of 2016 on control of Tobacco and its derivatives to its fullest in all AKIS campuses and surpass the requirement to suit our vision, mission and strategic choices (professional integrity and collective responsibility) as an outstanding international school in Qatar.

2. Objectives

Al Khor International School regards itself as a health-promoting organisation. It recognises that its staff act as role models for students in all aspects of school life, including health promotion. In light of the evidence that second-hand smoke causes damage to health, these Smoking Guidelines have been implemented to;

- protect the staff, children and young people, parents, visitors, suppliers and contractors from the effects of tobacco smoke;
- acknowledge the educational role of the organisation in discouraging children and young people from starting to smoke;
- to be a health promoting organization;
- raise awareness of the dangers of smoking through the Personal Social and Health Education Programme provided by the state of Qatar (Hamad medical corporation); and the school's PSHE programme;
- Provide support to help smokers quit;
- Promote positive role models in AKIS.

3. Purpose

The purpose of these Smoking Guidelines is to provide a healthy and safe working and learning environment for all employees, students, parents, contractors and other visitors.

4. Abbreviations and Definitions

AKIS	AL Khor international school also referred herein as school ;
SHE	Safety Health and Environment

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AKIS employee	All members of staff working in AKIS, For AKIS and supplying Goods and services to AKIS
PSHE	Personal Social Health Education
Smoker	Someone who smokes tobacco or its derivative in any form producing heat or smoke due to ignition of tobacco
Event	All activities in the school both academic and non-academic
Parent	An adult with the duty of care of any AKIS student or RasGas/QatarGas employee with contractual dependent in AKIS
Visitor	Anyone visiting the school for any reason both during school hours and after school hours
Student	All individuals in AKIS for the purpose of learning

5. Cross References

- AKIS Employee Handbook
- Qatar Law No.20 of year 2002 on the control of tobacco and its derivatives
- Individual Employee Consultant Contract

6. General Statements

- 6.1. Al Khor International School has adopted 'No Smoking' Guidelines as a model of excellence for an all-round learning organisation. (AKIS employee handbook)
- 6.2. All employees have a duty to ensure as far as reasonably practicable, the health and safety of their employees. This duty is reflected in legislation, which places on the employer the requirement to assess risks to employees' health in the workplace and take appropriate remedial action.
- 6.3. Smoking is known to be a serious risk to health. It is a significant cause of disease and premature death. In addition there is now evidence that "passive smoking", the inhaling of other people's smoke, can cause lung cancer in non-smokers, as well as causing a deterioration of respiratory conditions.

7. Whole School Ban

- 7.1. This Smoking does not allow any smoking within the boundaries of the school premises at any time, by anyone – employees, parents, visitors, contractors and suppliers under any circumstances. In addition staff must not smoke in the vicinity of the school gates.
- 7.2. The basis of the ban is that smoking constitutes a fire risk and is a proven hazard to the health of employees, both smokers and non-smokers alike, through passive smoking, and as such does not create a healthy environment for the children or staff of the school.

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- 7.3. It is the responsibility of the principals, heads of schools, line managers or his/her representative(s) and employees to enforce the Guidelines at all times and to advise employees and ensure that visitors to the school comply with these arrangements.
- 7.4. Any contractor employed in AKIS should be made aware of the ban before work is undertaken (AKIS Employee Handbook 'Smoking Policy').
- 7.5. Smoking will not be permitted by any group hiring the school premises for functions or regular lettings and this should be written into the hire agreement.
- 7.6. The school will post notices, where necessary, reminding people that the school building and grounds are smoke free premises.

8. Support for employees

- 8.1. AKIS recognises that staff who smoke may need support either to give up smoking or help control their smoking.
- 8.2. The School will make available to employees upon request Qatar hospitals offering support for quitting smoking.

9. Employee co-operation

- 9.1. Staff are not allowed to smoke on school premises.
- 9.2. Staff, parents, guardians and volunteers will not smoke in front of students during educational visits and will refrain from smoking when assisting on school trips and events. This would include trips outside of school hours.
- 9.3. Staff will be given 1 weeks' notice of any changes to this Smoking Policy.
- 9.4. All new and prospective employees will be advised of the restrictions and rules regarding smoking at work through the interview process, contract and induction.
- 9.5. Information is included in the AKIS employee handbook and will be communicated on the AKIS portal.
- 9.6. This Smoking Guidelines are incorporated into the standard terms and conditions of employment for all AKIS employees.
- 9.7. It is anticipated that all employees will comply with the Smoking Policy. In circumstances where there is breach of the Smoking Policy, staff will be subject to disciplinary procedures.
- 9.8. AKIS employee who intend to continue smoking shall ensure this is done completely out of students sight/view from school and outside school boundary.

10. Outside agencies using the school premises

- 10.1. The school Smoking Guidelines applies to all events.

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10.2. When events are booked, event organisers will be made aware of the Smoking Policy.

11. Students

- 11.1. Smoking during school hours or during any school event or activity is not permitted.
- 11.2. The school will provide a health awareness programme to students.
- 11.3. Help and support will be provided to students.
- 11.4. Students caught smoking will be put on a register of smokers and a disciplinary programme will be followed in compliance with AKIS Student Behaviour Framework.

12. Parents

Parents to be informed of these Smoking Guidelines and any changes thereto through newsletters and other forms of communication. Parents would be requested to sign the AKIS 'No Smoking' Guidelines with and on behalf of their children.

13. Signage

Signs will be sited at prominent positions throughout the school premises.

14. Training and Support

The Senior HR Officer will provide any training and support in the comprehension or use of this procedure.

15. Verification and Measurement

To assure Management's, Shareholders and External Agencies continued confidence in the Company's policies and practices; RasGas Internal Audit may verify without notice, compliance with this Procedure.

16. Feedback and Continual Improvement

This procedure is reviewed at least every three years by AKIS HR. To facilitate this enhancement, comments and information are welcomed and may be addressed to the Head of HR.

