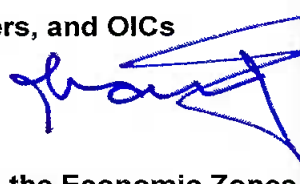




Philippine Economic Zone Authority

MEMORANDUM CIRCULAR NO. 2019-031

FOR : Economic Zone Locator Enterprises
Economic Zone Developers
Economic Zone Administrators, Managers, and OICs

FROM : BGen CHARITO B. PLAZA MNSA, PhD 
Director General

SUBJECT : Implementation of Smoke-Free Policy in the Economic Zones

DATE : 5 September 2019

PEZA supports the Revolution Smoke-Free Initiative of the World Health Organization (WHO) and adopts Executive Order (EO) 26 series of 2017, entitled "Providing for the Establishment of Smoke-Free Environments in Public and Enclosed Spaces". Considering that tobacco smoke has adverse health effects which may lead to disease, disability or death, PEZA recognizes the need to protect the people in the workplace from smoke and to create a smoke-free environment in the economic zones.

As concrete next steps, we would like to highly encourage all registered enterprises in the economic zones to do the following:

1. **Formulate a Smoke-Free Workplace Policy** to establish the duties and responsibilities of the employees and employer in ensuring 100 % indoor smoke-free environments. The policy shall also specify the scope, it is encouraged that service providers and visitors shall also be covered by the company's smoke-free workplace policy.
2. **Establish designated smoking areas (DSAs)** where smoking or vaping may be allowed. The standard for the DSA is provided in Section 4 of EO 26.
3. **Identify the Person-in-Charge** who will lead in the effective implementation and monitoring of the smoke-free workplace policy. Applicable penalties for violation may be defined as agreed upon between the employees and employer.
4. **Initiate or participate in information and education campaign**, this may through health observances of the "World No Tobacco Day" and "No Smoking Month" to help promote awareness on the health risks of tobacco use and second-hand smoke.
5. **Encourage access of smokers to smoking cessation services and products.** Smoking cessation is the only intervention that can reduce tobacco-related diseases. For workplace with substantial number of smokers who would like to quit, they will need support and access to DOH or LGU health units for treatment of tobacco dependence.

A copy of PEZA's internal smoke-free policy and the WHO's Revolution Smoke-Free template may be used as reference and may be accessed through the following links:

- PEZA: <http://peza.gov.ph/documents/mo2019006.pdf>
- WHO: <https://web.wpro.who.int/revolutionsmokefree/content/uploads/2018/07/Booklet.pdf>

For those who would like to participate in WHO's Revolution Smoke-Free initiative, Annex A provides the steps for registration. If there are concerns that require PEZA's attention, please email the Environmental Safety at ensd@peza.gov.ph

For your guidance.

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ISO 9001:2015 Certified Organization
with Certificate Nos. AJA 08/13114 and AJA08-0009



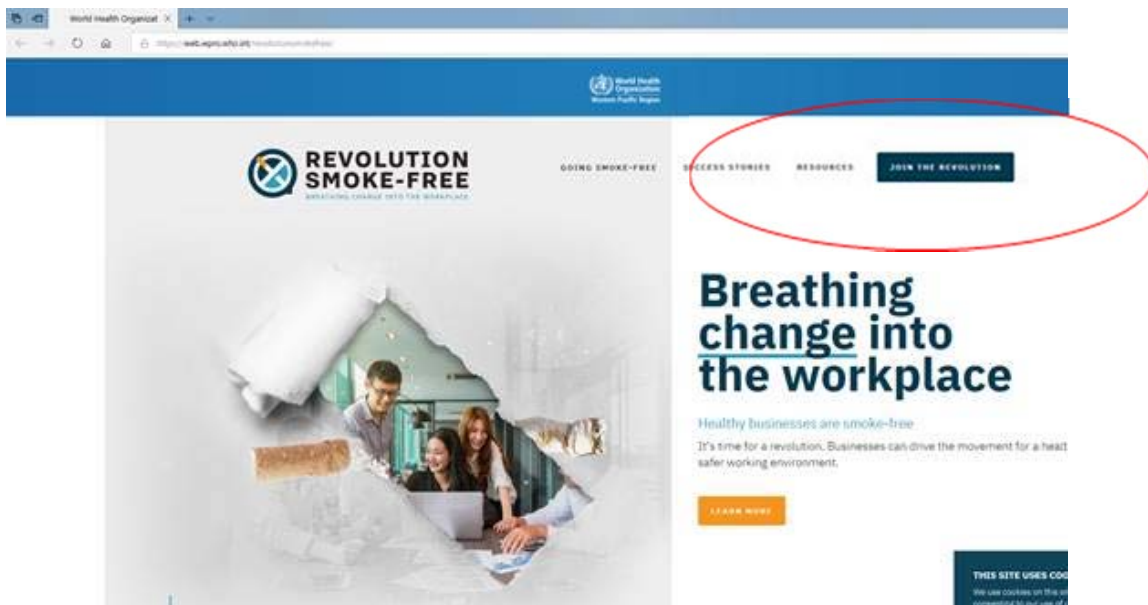
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Registration with WHO's Revolution Smoke-Free Initiative

We encourage PEZA-registered companies and their service providers to join, support and pledge commitment to WHO's Revolution Smoke-Free. This is to advocate for the reduction of tobacco use in the workplace and to be aware of health risks of second-hand smoke.

For those who are interested to participate in the WHO's program, please refer to the following steps in registration:

1. Please log in to <https://web.wpro.who.int/revolutionsmokefree>
2. Click the "JOIN THE REVOLUTION" tab as showed in the print screen below.



3. Complete your business and contact information as requested.

A screenshot of the registration form on the WHO Revolution Smoke-Free website. The form is titled 'Your Business' and 'Your Contact Details'. It contains several input fields: 'Business Name', 'Business Location', 'Business Sector', 'Number of Employees', 'First Name', 'Last Name', 'Job Title', 'Email', and 'Phone'. A 'THIS SITE USES COOKIES' notification is visible in the bottom right corner of the form area.

4. Upon completion of data requested, Click the **“COMMIT TO A SMOKE – FREE WORKPLACE”** tab as showed in the print screen below.

The screenshot shows a web form with two input fields: "Email" and "Phone". Below these fields is a text box with the text: "We may need to contact you to verify information you've submitted regarding your intent in joining the smoke-free movement. Please check below how you would like to be reached:". There are two checkboxes: "Email" and "Phone". Below these is a reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. At the bottom of the form is a blue button labeled "COMMIT TO A SMOKE-FREE WORKPLACE".

5. You will receive an e-mail shortly to verify your pledge.
6. You may also submit your testimonials on your best practices, e.g. 100 % smoke- free company.

