



Philippine Economic Zone Authority

MEMORANDUM ORDER: 2019-006
Series of 2019

TO : All PEZA Officials and Employees
SUBJECT : PEZA's Smoke-Free Policy
DATE : 28 May 2019

In celebration of the World No Tobacco Day and in support of EO 26 which is entitled "Providing for the Establishment of Smoke-Free Environments in Public and Enclosed Spaces", PEZA hereby adopts and enforces its Smoke-Free Policy in all its PEZA offices and facilities as provided in **Annex A**.

For your strict compliance.



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Director General

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1. Policy Statement

PEZA recognizes that exposure to tobacco smoke causes death, disease and disability. With our commitment to ensure safe and healthy working conditions, PEZA believes that eliminating tobacco smoke in the workplace protects both employees, clients and visitors, and contributes to the prompt and efficient delivery of government service in the economic zones.

2. Scope of Application

The Policy, which is internal in nature, applies to all employees, service providers (e.g. clerical staff, security services, utility services and the like) clients and visitors in the premises of PEZA offices nationwide, including PEZA offices in the economic zones or Joint PEZA-Customs Offices (JPCOs). An external policy which will be applicable to locators and the economic zones shall be separately formulated.

3. Definition of Terms

- a. **Designated Smoking Area (DSA).** An area where smoking and vaping is allowed, which may be in an open space or separate area with proper ventilation subject to the requirements of Section 4 of EO 26.
- b. **Person in-Charge (PIC).** For the purpose of monitoring of compliance to office rules and regulations, the PIC in PEZA shall be the highest ranking Human Resource (HR) official in Head Office and the public zones as applicable. For the private economic zones or JPCOs, the PIC shall refer to the zone manager or officer in-charge.
- c. **Public Places.** Refers to places, fixed or mobile that are accessible or open to the public or places for collective use, regardless of ownership or right to access. It also includes outdoor spaces where facilities are available for the public or where a crowd of people would gather.
- d. **Smoking.** Being in possession or control of a lit tobacco product regardless of whether the smoke is being actively inhaled or exhaled.
- e. **Smoke-Free.** Air that is 100% free from tobacco smoke. This definition includes but not limited to, air in which tobacco smoke cannot be seen, smelled or measured.
- f. **Vaping.** Use of electronic cigarettes or e-cigarette which is a handheld device that simulates the experience of smoking a cigarette.

4. General Guidelines

- a. **Smoking Prohibition.** Smoking and vaping shall be prohibited in areas anywhere inside PEZA offices, grounds, parking areas and its vehicles except for spaces specified as the designated smoking area (DSA).
- b. **Duties and Obligations of the Person in-Charge (PIC).** The PIC shall ensure the following:
 - i. All PEZA employees, service providers, clients and visitors are aware of PEZA's Smoke-Free policy;
 - ii. Appropriate "no smoking" signage are posted in PEZA offices and said signage conforms with the requirements of EO 26;
 - iii. Monitor compliance of PEZA employees and implement appropriate administrative proceedings whenever necessary;
 - iv. Lead in communicating appropriate warnings to clients and visitors who violate the smoke-free policy. Warnings may include asking the visitor or client not to smoke outside the designated area or in case of uncooperative behaviour, to request the said person to leave the PEZA premises with the assistance of the security guard;
 - v. Inform PEZA employees and its in-house service providers (e.g. utility workers, security guards, clerical staff and the like) of the Policy so that they will assist in communicating the Policy to clients and visitors and issue appropriate warnings whenever necessary.
- c. **"No Smoking" signage.** All signage shall conform with Section 5 of EO 26 and shall be displayed in all PEZA offices in locations most visible to the public such as on bulletin boards or on entrance areas where visitors are provided with a copy of the client feedback survey form.
- d. **Protection against interference by the tobacco industry.** All PEZA officials and employees shall be mindful of the provisions of CSC – DOH Joint Memorandum Circular 2010-01 which prohibits the following:
 - i. Unnecessary interaction with the tobacco industry;
 - ii. Preferential treatment to the tobacco industry;
 - iii. Accepting gifts, donations, sponsorship and other analogous favours;

- iv. Financial or material interest in any transaction involving the tobacco industry requiring the approval of PEZA;
 - v. Conflict of interest in connection with the tobacco industry; and,
 - vi. Engaging in any occupational activity within the tobacco industry.
- e. **Adoption of more stringent policies.** The PEZA offices may choose to adopt more stringent smoke-free policies in line with applicable city or municipal ordinance or as required by the building owner or developer. The said PEZA Zone Office may implement this through a separate zone circular.

5. Information Education Campaign

- a. The HR shall facilitate the conduct of orientation programs to increase the awareness of PEZA employees on smoking to include the following topics:
 - i. PEZA's Smoke-Free Policy;
 - ii. Relevant features of RA 9211, EO 26 and applicable CSC rules;
 - iii. Adverse effects of smoking to the person, workplace, family and community; and,
 - iv. Possible administrative sanctions that may be imposed to erring employees.
- b. The Company Doctor and Company Nurse shall undergo relevant training with the Department of Health so that they will lead in the implementation of a smoking cessation program for affected employees.
- c. All newly hired personnel shall be given an orientation by HR on PEZA's Smoke-Free Policy.

6. Monitoring and Evaluation

- a. The Environment, Health and Safety Committee (EHS) shall establish a survey on smoking for PEZA employees to collect relevant baseline statistics; and,
- b. The HR shall monitor participation to smoking cessation program.

7. Penalties

- a. For PEZA employees. Any violation of this policy by a PEZA employee shall be considered as a violation of reasonable office rules and regulations and ground for administrative disciplinary action pursuant to the 2017 Rules on Administrative Cases in the Civil Service. As such, the penalties are as follows:
 - i. First offense: Written reprimand from HR;
 - ii. Second offense: Suspension of one (1) to thirty (30) days; and,
 - iii. Third offense: Dismissal from service.
- b. For service providers. The administrative office of the service provider will be provided a letter from HR to inform them of the violation of the smoke-free policy. The said letter will also contain a request to compel the erring employee to follow PEZA rules.
- c. For clients and visitors. Ering clients or visitors will be gently requested to smoke in the DSAs whenever this facility is available. If a DSA is not available and the client is smoking in the PEZA premises, they will be requested by the PIC or PEZA personnel concerned to cease smoking. In case of uncooperative behaviour, the PIC in coordination with the security guard will request the said person to leave the premises immediately.

8. Review of the Policy

A review of this Policy shall be made two years after implementation.

9. References

- a. CSC Memorandum Circular No.17 series of 2009 – Smoking Prohibition based on 100% Smoke-Free Environment Policy;
- b. CSC – DOH Joint Memorandum Circular 2010-01 – Protection of the Bureaucracy against Tobacco Industry Interference;
- c. DOH Administrative Order 2009-10 – Rules and Regulations Promoting 100% Smoke-Free Environment;
- d. Executive Order 26 – Providing for the Establishment of Smoke-Free Environments in Public and Enclosed Spaces;
- e. RA 9211 – Tobacco Regulation Act of 2003; and,
- f. WHO Framework Convention on Tobacco Control – Guidelines for Implementation of Article 8, Protection from Exposure from Tobacco Smoke.

10. Effectivity

This policy and manual of procedure shall take effect immediately.