

Smoke Free Ara

First Produced:	28/06/12	Authorisation:	Te Kāhui Manukura
Current Version:	10/07/18	Officer Responsible:	Director, Corporate Services
Past Revisions:	15/12/14, 28/06/12, 05/04/17		
Review Cycle:	3 years		
Applies From:	Immediately		

1 Introduction

1.1 Purpose

The purpose of this policy is to provide a Smoke-Free environment for everyone who works, studies, visits, or has business at Ara campuses at any time in accordance with the provision of the Smoke Free Environments Act 1990 and subsequent amendments.

1.2 Scope and Application

This policy will apply to all Ara staff, students, visitors and members of the public while on any of Ara campuses, Ara business or activities.

1.3 Formal Delegations

As per the Human Resources Delegation schedule where applicable.

1.4 Definitions

- a **Environment** includes: inside all Ara buildings, grounds, and any vehicle owned, leased or managed by Ara.
- b **Smoking** includes all tobacco related products, and smoking paraphernalia including e-cigarettes.
- c **Ara Business and Activities:** any situation where a staff member or student is representing Ara or participating in an activity related to their role at Ara.

Related Ara Procedures (indicate if attached to policy or where they can be found)	Related Ara Policies <ul style="list-style-type: none"> • CPP501 Health & Safety Policy • CPP208 Resolving Staff Performance or Conduct Issues
Related Legislation or Other Documentation <ul style="list-style-type: none"> • Smoke-free Environments Amendment Act 2003 • Government endorsed vision of a Smokefree Aotearoa by 2025 	Good Practice Guidelines (indicate if attached to policy or where they can be found)
References <ul style="list-style-type: none"> • www.smokefree.co.nz 	
Notes The policy has been updated to reflect the change from the implementation phase to an embedded policy.	

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2 Principles

- 2.1 As an employer and education provider of choice Ara is committed to promoting a positive, healthy working and learning environment.
- 2.2 Ara supports the government vision of a Smokefree Aotearoa by 2025.
- 2.3 Ara is committed to the principle that a ban on smoking sets a positive example to all those who access our places of business and this reduces the normalising effect of smoking on the wider community.
- 2.4 Ara will ensure appropriate communication and signage to support this policy in addition to appropriate support and education for staff and students who wish to cease smoking.
- 2.5 Ara management will ensure a safe working and learning environment free from the proven harmful effects of second hand smoke for all those covered by this policy.

3 Associated procedures for Ara Corporate Policy on: Smoke Free Ara

Contents: 3.1 Compliance

3.1 Compliance

Smoking will be:

- prohibited in all buildings or parts of buildings under the management of Ara
- prohibited in Ara vehicles
- prohibited on all Ara land holdings and perimeters including all car parks, green spaces, and external eating areas.

Internationally recognised No Smoking/Auahi Kore signage will be displayed throughout campus premises.

Prospective employees will be informed of the smoke-free policy, and the policy stated in advertised employment vacancies and job descriptions.

All new staff will be notified of this policy through staff induction.

All contractors will be informed of the smoke-free policy prior to services being engaged.

All staff are responsible for supporting the ongoing compliance with this policy.

People and Development Unit will work with staff to ensure compliance with the policy.

People and Development Unit and the Health Centre will maintain an appropriate programme of education and support campaigns to encourage stopping smoking and promote the positive benefits of choosing to be smoke-free.

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