

Smoke Free Ara Ltd			
First Produced:	28/06/12	Authorisation:	Te Kāhui Manukura
Current Version:	14/07/2015/12/14, 28/06/12, 05/04/17,	Officer Responsible:	Deputy Chief Executive/ Chief Operating Officer (DCE/ COO)
Past Revisions:	10/07/18		
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 Ltd 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 Ltd staff, students, visitors and members of the public while on any of Ara Ltd campuses, Ara Ltd business or activities.

### 1.3 Formal Delegations

As per the People and Culture Delegation schedule where applicable.

### 1.4 Definitions

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

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

All policies on the Waituhi are the current version. Please check date of this hard copy before proceeding.

## 2 Principles

- 2.1 As an employer and education provider of choice Ara Ltd is committed to promoting a positive, healthy working and learning environment.
- 2.2 Ara Ltd supports the government vision of a Smokefree Aotearoa by 2025.
- 2.3 Ara Ltd 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 Ltd 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 Ltd management will ensure a safe working and learning environment free from the proven harmful effects of secondhand smoke for all those covered by this policy.

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

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Contents:            3.1 Compliance

### 3.1 Compliance

Smoking will be:

- prohibited in all buildings or parts of buildings under the management of Ara Ltd
- prohibited in Ara Ltd vehicles
- prohibited on all Ara Ltd 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 Culture Unit will work with staff to ensure compliance with the policy.

People and Culture 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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