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Version:	24.1	Date Created:	September 1997
Responsibility:	Wellbeing & Safety Regional Lead	Date Reviewed:	August 2024
Approver:	Operations Lead	Next Review Date:	August 2027

1. Purpose

1.1. UCOL recognises the dangers to health associated with both active and passive smoking or vaping and the right for its kaimahi, ākonga and visitors to be free from the dangers of passive smoking and vaping. In New Zealand, around 5,000 people a year die because of these habits. UCOL is committed to lifelong smoke/vape free learning and a smoke/vape free campus reflects UCOL's commitment to provide a positive and healthy learning environment.

2. Organisational Scope

2.1 This is an organisation wide policy across the UCOL.

3. Responsibilities

Role:	Responsibilities:
All kaimahi, ākonga, contractors and visitor	Must comply with this policy.

4. Policy Statements

4.1 Smoking/vaping bans are generally self-monitoring and UCOL aims to take a supportive approach to implementation of this policy with information, quit support and promotion of the positive aspects of smoke free environments.

4.2 All UCOL campuses and other teaching sites are smoke free. This means that no person is permitted to smoke cigarettes or any tobacco products, which includes vaping, or use of e-cigarettes on any UCOL Campus or UCOL owned or leased facility and includes:

- All buildings, including balconies;
- All outdoor areas on site including UCOL designated car parks;
- Vehicles owned, leased or used for work purposes by UCOL.

4.3 This smoke/vape free policy applies 7 days a week, 24 hours a day.

4.4 UCOL prohibits the sale, distribution, promotion or marketing of tobacco products, including e-cigarettes, on UCOL premises and will not accept financial or other assistance from the tobacco industry or their affiliated organisations.

4.5 Support

- a. UCOL will encourage staff and students to quit smoking/vaping by providing them with information on smoking cessation programmes, and Stop Smoking Resource Packs.
- b. UCOL supports smoke free education to be incorporated into kaimahi induction, ākonga orientation and the health and counselling services provided to students.
- c. UCOL kaimahi and ākonga can also contact Quitline 0800 778 778, a free service which includes after hours support (nominal fee for nicotine patches, gum and lozenges available online).

4.6 Compliance

- a. All kaimahi, ākonga, contractors and visitors are expected to support the promotion of the Smoke/Vape Free Policy and comply with signage. Where someone is smoking/vaping on UCOL premises, kaimahi and ākonga are encouraged to ask the person to stop smoking/vaping; and/or speak with a member of the Management Team.
- b. In implementing this policy the primary emphasis will be on education and support.
- c. Kaimahi and ākonga who breach this policy may be referred to the appropriate disciplinary process as per UCOL procedures.

5. References

Internal

Te Pūkenga Wellbeing & Safety Policy
Positively Smoke/Vape free - All Campuses and Sites (hand-out on UCOL Smoke/Vape Free Policy and smoking cessation options)
Conduct Expected of Employees Policy
Student Discipline Statute (Non Academic) 2019
Disciplinary Procedure

External

Smokefree Environments and Regulated Products Act 1990
Health and Safety at Work Act 2015
Human Rights Act 1993
Medicines Act 1981
<http://smokefree.org.nz/quitting>
<http://www.quit.org.nz/>
<https://www.health.govt.nz/your-health/healthy-living/addictions/quitting-smoking>

6. Contact for further information

- 6.1 If you have queries regarding the content of this document or require further clarification, please contact the manager responsible for this document.

Amendment History

Version	Published Date	Created/Reviewed By	Reason for review
24.1	27 August 2024	Senior Wellbeing & Safety Advisor	Additional information on vaping included in document. Policy title changed to reflect this.