Smoke/Vape Free Policy

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Version:	26.1	**Date Created:**	1 September 1997
Responsibility:	Senior Health and Safety Advisor	**Date Reviewed:**	30 October 2026
Approver:	Chief Executive	**Next Review Date:**	29 October 2029

1. Purpose

1.1 UCOL recognises the health risks associated with both active and passive smoking and vaping, and the right of its kaimahi, ākonga and visitors to work, study and visit in an environment free from exposure to second-hand smoke and vape aerosol. UCOL is committed to promoting lifelong smoke and vape-free lifestyles and maintaining smoke and vape-free campuses that support the health, wellbeing and success of its learning community. A smoke and vape-free environment reflect UCOL's commitment to providing a safe, healthy and positive place to learn and work.

2. Organisational Scope

2.1 This is an organisation wide policy.

3. Roles and Responsibilities

Role:	Responsibilities:
All kaimahi, ākonga, contractors and visitors	• Comply with the requirements of this policy and maintain UCOL's smoke/vape free environment. • Refrain from smoking or vaping on any UCOL campus, premises, vehicles, or at any UCOL-managed activity where this policy applies. • Respect the health, wellbeing and comfort of others by supporting a smoke/vape free learning and working environment. • Report repeated or significant breaches of this policy through appropriate channels where necessary. • Cooperate with reasonable requests from UCOL representatives regarding compliance with this policy.
Health and Safety	• Provide guidance and support regarding the implementation of this policy. • Promote education and awareness initiatives that support smoke/vape free lifestyles.

Role:	Responsibilities:
	• Monitor and review the effectiveness of the policy and recommend improvements where required. • Support managers in addressing policy-related issues or concerns.

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, teaching sites, and facilities are smoke and vape free. Smoking, vaping, the use of e-cigarettes, and the use of any other tobacco or nicotine products are prohibited on any UCOL-owned, leased, or controlled premises, including:

a) All buildings and structures, including balconies and entrances;
b) All outdoor areas within UCOL boundaries, including courtyards, walkways, recreational spaces, and designated car parks;
c) All vehicles owned, leased, hired, or used for UCOL business.

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 kaimahi and ākonga to quit smoking and vaping by providing information about smoking and vaping cessation programmes and directing them to available stop-smoking and quit-vaping support services and resources.

b. UCOL will encourage kaimahi and ākonga to quit smoking/vaping by providing information on smoking cessation programmes and Stop Smoking Resources.

c. UCOL supports smoke free education to be incorporated into kaimahi induction, ākonga orientation and the health and counselling services provided to students.

d. 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 and comply with this Smoke and Vape-Free Policy, including adhering to all smoke and vape-free signage. Where smoking or vaping is observed on UCOL premises, kaimahi and ākonga

are encouraged to politely remind the individual of the policy or raise the matter with a member of UCOL management.

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 relevant UCOL procedures.

5. References

Internal

- Health and Safety Policy
- 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
- http://www.quit.org.nz/

Amendment History

Version	Published Date	Created/Reviewed By	Reason for review
26.1	30 October 2026	Senior Health & Safety Advisor	Minor editorial changes, including updates to role titles.
24.1	27 August 2024	Senior Wellbeing & Safety Advisor	Policy title amended to include vaping.
16.1	8 December 2016	Health and Safety Manager	Updated to include e-cigarettes.
15.1	9 November 2015	Executive Manager Corporate	Policy review.
97.1	1 September 1997	Manager Corporate Systems	New policy.