

Smoke Free Environment



Audience and scope:

This policy is relevant to the following roles:

All employees, contractors, visitors, and students

Document management and control

Policy Number	HR 10		
Consultation Scope	The following stakeholders were consulted in the development/review of this policy: Chief Executive Senior Leadership Union Representatives Employees		
Category	People & Culture	Approval	
Policy Owner	Executive General Manager, People & Culture & Executive General Manager Academic Operations	Body/ies	
Policy Contact Person	Occupational Health & Safety Manager	Review Dates	3 yearly unless legislative changes require otherwise

Amendment history

Version	Effective Date	Created/Reviewed by	Reason for review/Comment
			Converted to new template – no changes

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Smoke Free Policy

MIT believes and is committed to:

- Everyone having the right to breathe clean air
- Providing support mechanisms in place for those who wish to stop smoking (for further information on this please look to our Wellness Policy)

Purpose

This policy outlines Manukau Institute of Technology's ("MIT") commitment to a Smoke Free Environment as part of our providing a positive, health and safe environment for students, staff and visitors to MIT. We support the government's goal of a smoke free Aotearoa by 2025 and commit to enabling this goal.

Policy

No person, whether staff, students or visitor shall smoke on or in MIT campuses. All MIT occupied buildings, facilities or vehicles are smoke-free, which includes the use of e-cigarettes or similar devices. This applies to everyone at all times of the day or night with the exception of residents of the Student Village who are permitted to smoke only in the designated smoking area within the confines of the Student Village.

For those campuses where MIT does not manage the surrounding area, designated smoking area's will be defined by the local policy. MIT is committed to providing a smoke free environment and as such we will work with our partners on these campuses to further encourage their smoke free policies and as such these policies are subject to change.

Procedures

All employees are responsible for upholding this policy and for that purpose shall have authority to do so both within and outside of their physical areas of responsibility. The initial response to a violation should be a polite reminder about the smoke free policy and a request to stop. If the offender continues to breach the policy s/he should be asked to leave the campus and if necessary Campus Security called.

Complaints

In the event of repeat offending or where an offender refuses to stop or leave the campus, employee or student disciplinary procedures may be invoked:

- A student may be dealt with in accordance with the Student Misconduct Policy (AC6)
- An employee may be dealt with in accordance with the MIT Code of Conduct, and Disciplinary policy and procedure
- A contractor will be managed in accordance with their contractual terms which could include termination for non-adherence to MIT Policies and Procedures
- A visitor may be formally denied access to MIT Campuses or buildings

Evaluation/Outcomes

This policy will be reviewed on a regular basis in line with MIT requirements.

Additional Information

Glossary

Term	Definition
Smoking	The action or habit of inhaling or exhaling of the smoke of tobacco or drugs via cigarettes, pipes or cigars.
E-Cigarettes	A device that simulates the smoking experience. MIT defines e-cigarettes and similar products as smoking devices

Exemptions and dispensations

Delegations

Relevant Legislation

Smoke Free Environment Act 1990 and Amendment Act 2003

Health and Safety in Employment Act 1992 and Amendment Act 2002

Legal Compliance

Associated documents

Wellness Policy

Disciplinary Policy

Student Misconduct Policy

MIT's The Way We Work