

Controlled Document – Refer to NMIT website or intranet for latest version

SMOKEFREE POLICY

Section	Health and Safety		
Approval Date	24.04.2015	Approved by	Directorate
Next Review	As required	Responsibility	Director of People and Organisation Development
Last Reviewed	19.04.2016	Key Evaluation Question	6

INTRODUCTION

Nelson Marlborough Institute of Technology (NMIT) is committed to providing a positive, healthy learning environment. To this end, all campus sites are totally 'smokefree' and have been since 1 January 2010.

PURPOSE

NMIT has a duty to provide a safe environment for people on its campus sites. The Institute has adopted a *Smokefree Policy* in accordance with the provisions of the Smoke Free Environments Act 1990 and the Smokefree Environments Amendment Act 2003.

SCOPE

This is an NMIT-wide policy and applies to all NMIT employees, students and visitors whilst on any of NMIT's campuses or property (eg. vehicles).

DEFINITIONS

In this policy **Campus** means the physical grounds and premises occupied by NMIT, including any areas leased by NMIT.

References to smoking or being 'smokefree' includes vaping, the use of e-cigarettes or any other apparatus which vaporizes substances for the purpose of inhalation.

POLICY

RATIONALE

This policy meets the requirements of the Smokefree Environments Act 1990 and is based on the following principles:

- All areas of NMIT campus sites are 100% smokefree even outdoors, all members of the NMIT community who do not smoke are entitled, so far as is reasonably practicable, to be protected from second-hand cigarette smoke when on campus
- The Institute supports all efforts and initiatives to promote a smokefree lifestyle as the norm
- All members of the NMIT community including visitors are expected to respect the Institute's aim to promote a smokefree lifestyle as the norm.
- That leading by example is an important role for an educational institution.
- That on-going compliance of the Policy requires everyone to respond in a courteous and responsible manner.

- This policy extends to all Institute facilities, including regional campuses, outreach stations and other NMIT premises.
- Smoking is not permitted in any vehicle owned or leased by the Institute.
- The sale and promotion of tobacco products is prohibited on all NMIT campus sites.

DISPUTE/COMPLAINTS RESOLUTION

There are provisions within the existing *Complaints Procedure* to deal with issues arising from the *Smokefree Policy*.

Where an issue is unable to be resolved in-house it will be referred, in accordance with the Smokefree Environments Act 1990, to the Director-General.

PROCEDURE

POLICY INFORMATION AND REVIEW

This Policy is widely publicised. Communication strategies include Smokefree statements/notices/signs in:

- employee induction materials;
- recruitment adverts and information;
- student enrolment information
- notice boards; and
- NMIT website.

Universally recognized no-smoking signage is located on NMIT campus entrance signs, information and location maps.

SUPPORT

Encouragement and support for employees and students who wish to stop smoking are encouraged to contact “Quitline” – a free service dedicated to helping people quit the smoking addiction (0800 778 778).

REFERENCES

INTERNAL

Student Charter
Staff Charter
Health & Safety Policy
Complaints Procedure

EXTERNAL

Smokefree Environments Act, 1990 and the 2003 Amendment to the Act