

# Smoke Free Policy



**Responsibility for policy:** Director of Property Services

**Approving authority:** Vice-Chancellor

**Last reviewed:** July 2017

**Next review:** July 2022

## Application

1. This policy applies to all people on campus and those who use University vehicles.

## Purpose

2. The purpose of this policy is to make a clear statement with respect to the University's commitment to a smoke free environment and to set out accountabilities and responsibilities with respect to the provision of a smoke free environment for staff, students, contractors and other visitors to whom the policy applies.

## Related documents

3. This policy should be read in conjunction with the following documents:
  - [Health and Safety Policy](#)
  - [Staff Code of Conduct](#)
  - [Student Discipline Regulations](#)

## Related legislation

4. This policy takes account of the following legislation:
  - [Smoke-free Environments Act 1990](#)

## Definitions

5. In this policy
  - campus** means the physical grounds and premises occupied by the University of Waikato, including the halls of residence and any areas leased by the University
  - smoking** means the inhalation of smoke or vapour produced by any ignited plant product, electronic nicotine delivery system, electronic cigarette (e-cigarette) or personal vapouriser (vaping), whether delivering nicotine or not
  - University vehicle** means a vehicle owned or leased by the University of Waikato.

## Principles

6. All areas of the campus are 100% smoke free.

## Prohibition of smoking

7. Smoking is not permitted on campus or in any University vehicle.
8. Any person is entitled to request courteously that smoking on campus or in a University vehicle cease.
9. Any person who receives a request not to smoke is expected to respond cooperatively and courteously, and to comply with the request.

## Complaints

10. Before invoking a complaints process in relation to this policy, people are encouraged to deal with any concern in an open and professional manner and to try to resolve it informally.
11. Any student, staff member, contractor or any other visitor to the University may lodge a complaint in relation to an alleged breach of this policy.

12. A complaint must be lodged with the Director of Property Services who, depending on whether the complaint involves a staff member, student or member of the public, will arrange for it to be addressed by an appropriate authority.
13. If the appropriate authority is unable to investigate the complaint and resolve it by agreement in terms of the [Smoke-free Environments Act 1990](#), it will be referred, in accordance with the Act, to Population Health Services, Waikato District Health Board.

**Responsibility for monitoring compliance**

14. The Director of Property Services is responsible for monitoring compliance with this policy and reporting any breaches to the Vice-Chancellor.
15. Breaches of this policy by a staff member may result in disciplinary action under the [Staff Code of Conduct](#).
16. Breaches of this policy by a student of the University may result in disciplinary action under the [Student Discipline Regulations](#).