Smoke and Vape Free Ara

First Produced:	28/06/12	Authorisation:	Te Kāhui Manukura
Current Version:	25/08/2025		
Past Revisions:	15/12/14, 28/06/12, 05/04/17, 10/07/18, 14/07/20, 23/06/21	Officer Responsible:	Chief Executive
Review Cycle:	3 years		
Applies From:	Immediately		

1 Introduction

1.1 Purpose

The purpose of this policy is to provide a Smoke-and Vape Free environment for everyone who works, studies, visits, or has business at Ara campuses at any time in accordance with the provision of the Smoke Free Environments and Regulated Products Act 1990 and subsequent amendments.

1.2 Scope and Application

This policy will apply to all Ara employees, contractors, students, visitors and members of the public while on any of Ara campuses, Ara business or activities.

1.3 Formal Delegations

As per the People and Culture Delegation schedule where applicable.

1.4 Definitions

a **Environment** includes: inside all Ara buildings, grounds, and any vehicle owned, leased or managed by Ara.

b **Smoking** includes all tobacco related products, and smoking paraphernalia including vaping.

c **Ara Business and Activities:** any situation where a staff member or student is representing Ara or participating in an activity related to their role at Ara.

Related Ara Procedures and Forms (indicate if attached to policy or where they can be found) • CPP208a Staff Complaints about staff process flow chart • CPP208b Staff complaints about students process flowchart	**Related Ara Policies** • CPP501 Health & Safety Policy • CPP208 Resolving Employee Performance or Conduct Issues
Related Legislation or Other Documentation	**Good Practice Guidelines** (indicate if attached to policy or where they can be found)

All policies on the Waituhi are the current version. Please check date of this hard copy before proceeding.

• Smokefree Environments and Regulated Products Act 1990 No 108 (as at 17 June 2025), Public Act Contents – New Zealand Legislation • Government endorsed vision of a Smokefree Aotearoa by 2025	
References • www.smokefree.co.nz	
Notes The policy has been updated to reflect the change from the implementation phase to an embedded policy.	

2 Principles

2.1 As an employer and education provider of choice Ara is committed to promoting a positive, healthy working and learning environment.

2.2 Ara supports the government vision of a Smokefree Aotearoa by 2025.

2.3 Ara is committed to the principle that a ban on smoking and vaping sets a positive example to all those who access our places of business and this reduces the normalising effect of smoking and vaping on the wider community.

2.4 Ara will ensure appropriate communication and signage to support this policy in addition to appropriate support and education for staff and students who wish to cease smoking and vaping.

2.5 Ara management will ensure a safe working and learning environment free from the proven harmful effects of second-hand smoke/emissions for all those covered by this policy.

3 Associated procedures for Ara Corporate Policy on: Smoke and Vape Free Ara

Contents: 3.1 Compliance

3.1 Compliance

Smoking and vaping will be:

- prohibited in all buildings or parts of buildings under the management of Ara
- prohibited in Ara vehicles.
- prohibited on all Ara land holdings and perimeters including all car parks, green spaces, and external eating areas.

Internationally recognised No Smoking/Auahi Kore signage will be displayed throughout campus premises.

Prospective employees will be informed of the smoke and vape-free policy, and the policy stated in advertised employment vacancies and job descriptions.

All new staff will be notified of this policy through staff induction.

All contractors will be informed of the smoke and vape-free policy prior to services being engaged.

All staff are responsible for supporting the ongoing compliance with this policy.

People and Culture Unit will work with staff to ensure compliance with the policy.

People and Culture Unit and the Health Centre will maintain an appropriate programme of education and support campaigns to encourage stopping smoking and vaping and promote the positive benefits of choosing to be smoke and vape-free.