

Smoke-free workplace policy

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Policy statement and principles

What

This Smoke-free workplace policy details restrictions on smoking in the NZ Police workplace, vehicles and other areas used by NZ Police for work purposes.

Why

The policy ensures compliance with the [Smokefree Environments and Regulated Products Act 1990](#) by reducing the exposure of Police workers, visitors, people in our custody and the general public to tobacco smoking in the NZ Police workplace environment. It also aims at preventing the detrimental effect of second-hand smoke.

How

NZ Police workers and visitors to NZ Police premises must abide by the NZ Police Smoke-free workplace policy. The policy does not discriminate against smokers but insists that those who wish to smoke abide by the legislative and NZ Police policy requirements.

This Smoke-free workplace policy also applies to the use of electronic cigarettes, which are prohibited wherever smoking is prohibited.

Responsibilities

Person	Responsibilities
Management	Senior managers are responsible for upholding the Smoke-free workplace policy in their workplace, areas and districts. However, in the interests of occupational health and safety, all supervisors are responsible for ensuring that: <ul style="list-style-type: none">- the Smoke-free workplace policy is complied with- signs are placed in all areas to remind workers, visitors and people in custody of the policy requirements- copies of the Smoke-free workplace policy are available to current or prospective workers- all applicants interviewed for positions with NZ Police must be advised of the NZ Police Smoke-free workplace policy.
Individuals	All NZ Police workers and visitors to NZ Police workplaces are expected to comply with the Smoke-free workplace policy and the Smokefree Environments and Regulated Products Act 1990

Definitions

Contract vehicle	<p>A vehicle is deemed to be a contract vehicle if it is provided to a NZ Police employee:</p> <ul style="list-style-type: none">- as part of their employment contract, and- forms part of their total remuneration package, and- the vehicle is available to the individual for both work and private travel purposes.
Electronic cigarettes	<p>Electronic nicotine delivery systems (ENDS), of which electronic cigarettes are the most common prototype, are devices that do not burn or use tobacco leaves but instead vaporise a solution the user then inhales.</p>
Internal area	<p>An internal area, in relation to any premises or vehicle, is an area within or on the premises or vehicle that, when all its doors, windows, and other closeable openings are closed, is completely or substantially enclosed by:</p> <ul style="list-style-type: none">- a ceiling, roof, or similar overhead surface, and- walls, sides, screens, or similar surfaces, and- those openings. <p>(s2 Smokefree Environments and Regulated Products Act 1990)</p>
Open area	<p>An open area, in relation to any premises, is a part of the premises that is not an internal area (s2).</p>
Premises	<p>A premise, in the ordinary meaning of the word, includes:</p> <ul style="list-style-type: none">- a building- a piece of land- a building and land together- a part of the building or land- any structure or shelter or similar thing.

References

- [Health and Safety at Work Act 2015](#)
- [Smokefree Environments and Regulated Products Act 1990](#)
- Police [health, safety and wellbeing policies](#)

Restrictions on workplace smoking

Smoke-free areas

Place	Restrictions on smoking
NZ Police workplaces	<p>Smoking is not permitted at any time within any NZ Police workplace. That is, no smoking in:</p> <ul style="list-style-type: none">- all open-plan office areas- individual offices- corridors, lobbies, stairwells, storage areas or toilets and washrooms- areas to which the public normally have access, i.e., reception areas, stairways and lifts- cafeterias or meeting rooms- custody sites including all cells, holding rooms and receiving areas- NZ Police garages or workshops- NZ Police vehicles and contracted vehicles <p>Smoking may also be prohibited in some open areas associated with NZ Police workplaces - see Exceptions where smoking is permitted below.</p>
Workplaces leased by NZ Police	Where NZ Police are not the landlords of the workplaces that NZ Police workers work in, compliance with the landlords' smoke-free policies is required, including any requirements set for open areas .
NZ Police vehicles	Smoking is prohibited at all times in all NZ Police vehicles (motor vehicles, boats and planes) as they may be assigned to different workers.

Exceptions where smoking is permitted

Place	Exceptions and requirements
Open areas	<p>Unless notified or advised otherwise, smoking is permitted by NZ Police workers and visitors to NZ Police workplaces in open areas. Note that prisoners are not permitted to smoke anywhere on NZ Police premises.</p> <p>Where it is unclear if an area within a NZ Police workplace is internal or open for the purposes of this policy, then the person-in-charge of the workplace should contact the Director: Safer People for advice and support on determining an appropriate definition for the area. If necessary the Director: Safer People will make a determination.</p> <p>Landlords of workplaces leased by NZ Police may specify requirements for open areas that may include no smoking.</p>

Managing complaints

Making complaints

Anyone who believes on reasonable grounds that a person has contravened any provision of the [Smokefree Environments and Regulated Products Act 1990](#) as it relates to any workplace, may complain to the employer of that workplace or to the Director-General of Health, specifying the particulars of the complaint.

Complaint investigation process

Sections [15](#) and [16](#) of the [Smokefree Environments and Regulated Products Act 1990](#) set out the process for investigating and resolving any complaints.

Complaints must be investigated, and where substantiated, attempted to be resolved within 20 days after receiving the complaint. To ensure this timeframe is met, any NZ Police employee who receives a complaint regarding a potential breach of the Smoke-free Environments Act and/or this NZ Police Smoke-free workplace policy, must immediately send a copy of the complaint to their HR Advisor and also to the Director: Safer People.

The supervisor/manager of either the NZ Police workplace and/or the NZ Police employee(s) about which a complaint has been made, is responsible for investigating and resolving the complaint. Advice and support can be obtained from HR personnel as required.

Smoking cessation assistance

Cessation course subsidies

NZ Police are committed to promoting the health of NZ Police employees and as a sign of that commitment, offer a subsidy of up to a maximum of \$150 to any employee who completes a smoking cessation course. The employee may consult with a local Wellness Advisor for any subsequent requests and further support.

An HR Advisor may authorise the subsidy and pay the employee on the presentation of an appropriate receipt.

Smoking cessation directory

The Ministry of Health has published a [Smoking cessation directory](#) of those services funded by them.
