



Smoke and Vape Free Policy

Version 1 | Mahi Tuatahi

Effective Date | Whakamana tahito: January 2023 | Kohitātea 2023

Next Review | ā houanga arotake: January 2025 | Kohitātea 2025

Policy Owner | Rangatira Kaupapa Māhere: Chief People Officer

Key Accountabilities | Ngā Takonga Tuatahi: None

Introduction | Timatanga Kōrero

The purpose of this policy is to:

- Protect employees, contractors and children from smoking and harmful vape residues in the kindergartens, office and home-based services.
- Promote an environment that is safe and healthy for children, employees and visitors.
- Provide a positive example to children.
- Provide a smoke and vape free environment that demonstrates that He Whānau Manaaki o Tararua (Whānau Manaaki) promotes good health habits, protects the health of children, employees and visitors and works to reduce the risk of fire.

Applies To | Ko Wai Whakahāngaitia

This policy applies to all employees and contractors of Whānau Manaaki as well as kindergarten and home-based communities.

Commented [LF1]: and home based

General Principles | Mātāpono Whānui

1. Smoking and vaping are not permitted at any time within Whānau Manaaki buildings, grounds, or vehicles.
2. Kindergartens will display signage indicating that the kindergarten is a smoke and vape free environment.
3. No employee or contractor shall smoke or vape within view of children entering, attending or exiting the kindergarten or home-based service.
4. Any individual or group wishing to hire the kindergarten or office grounds of buildings shall be informed of the conditions of this policy.
5. All employees and whānau shall respect Whānau Manaaki's Smoke and Vape Free Policy when on excursions. No employee or whānau shall smoke or vape within view of children.
6. Complaints in relation to this policy shall be made in accordance with the Smokefree Environment and Regulated Products Act 1990, and directed to the Chief Operations Officer.
7. Whānau Manaaki will aim to respond to, investigate and resolved complaints within 20 working days.

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Relevant Legislation and Regulations | Whitake Ture me Waeture

Smokefree Environments and Regulated Products Act 1990

Education and Training Act 2020

Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

None

Policy Review Cycle | Kaupapa Arotake Hurihanga

This policy is to be reviewed every two years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.



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