Smoke-Free and Vape-Free Environment Policy

Section 1 - Policy Statement

(1) ACU is committed to providing a safe and healthy working and learning environment that protects everyone from injury, workplace-related illness and potential hazards to their wellbeing. As part of the University's duty of care all reasonable and practical steps are taken to identify hazards that could cause harm. The University has adopted the following principles:

a. Acknowledgement of the adverse effects of smoking, including passive smoking via Environmental Tobacco Smoke (ETS) or the vapour from personal vaporisers and similar devices, and that all people on University premises are entitled to a smoke-free environment;
b. Smoking and vaping is prohibited at all times:
    i. on all University premises, including University owned and operated Student Residences, with the exception of designated smoking areas located at North Sydney and Strathfield campuses;
    ii. in University vehicles;
    iii. at any approved University fieldwork activity where people may be exposed to ETS;
c. The sale of all smoking and personal vaporiser products on University premises is prohibited.

Section 2 - Scope

(2) This Policy applies to all staff, students, volunteers, contractors and visitors.

Section 3 - Definitions

(3) In this Policy, the following definitions will apply:

Term	Definition
Environmental Tobacco Smoke (ETS)	Burning tobacco products produces two types of smoke: • side-stream smoke (smoke released from the tip of the cigarette) • mainstream smoke (smoke exhaled by the smoker). The combination of these two types of smoke is called environmental tobacco smoke and is also known as second-hand smoke. 'Passive smoking' is the inhalation of second-hand smoke.
Personal Vaporiser	Personal vaporisers, e-cigarettes, or vaping products are used to deliver a substance into an individual's body when the individual inhales through the device. Substances may include nicotine, cannabis (THC, CBD), flavourings, chemicals, and other substances. Devices may be referred to as E-cigs, Vapes, Vape pens, dab pens, and dab rigs, Tanks, Mods, Pod-Mods or Electronic nicotine delivery systems (ENDS).
Smoke-free and Vape-free	Limits or eliminates the use of smoke-producing tobacco and vapours from personal vaporisers, e-cigarettes, or vaping products. The primary concern of this Smoke-Free and Vape-Free Environment Policy is second-hand smoke

Smoking	Smoking is the inhalation and exhalation of the smoke of burning tobacco, herbs or drugs. Smoking also refers to the inhaling from an electronic cigarette or other devices which produce a vapour. Electronic cigarettes (e-cigarettes, e-cigars, vapour pens, or similar products and devices). Note: • This procedure does not authorise the smoking or consumption of any substance prohibited by law. • Inhalation of tobacco smoke is called involuntary passive smoking.
Student residences	Located in Sydney, Ballarat and Canberra. Smoking is prohibited in all internal and external (outdoor) areas including all common areas, balconies, internal and external thoroughfares and stairwells.
Tobacco products	Includes all tobacco, cigarette, cigar, water pipe or any other product containing tobacco designed for human consumption or use.
University premises	All land, property and any location/site whether on or off campus that may be under the control of ACU or in use by ACU for commercial, academic and/or research purposes, irrespective of whether ACU is the owner, commercial occupier or simply a temporary user of the land, property or location/site.
University vehicles	Includes ACU private use vehicles, pool cars, buses, vans, tractors, aircraft and boats.
Tobacco free	Limits or eliminates the use of any tobacco product and also addresses tobacco sales, marketing, and sponsorship.

Section 4 - Policy Purpose

(4) The University has adopted the following standards and expectations in the application of this Policy:

a. In adopting a policy for the control of the hazards associated with tobacco smoke and the vapour from personal vaporisers, the University recognises that the purchase and use of tobacco is not illegal and that in Australia a prescription is required to legally access nicotine-containing e cigarette products for any purpose.
b. All members of the University community share the responsibility of adhering to and enforcing the Policy and have the responsibility for bringing it to the attention of visitors and / or contractors.
c. University work units which occupy buildings owned or operated by other organisations need to comply with that organisation's smoke-free and vape-free environment policy. In the absence of a policy, or if it is less stringent than the University's Policy, then the University's Policy will apply.
d. Smokers are responsible for disposing of their litter in a responsible and appropriate manner.
e. Advertising, sale, or distribution of tobacco and personal vaporiser products is prohibited on ACU campuses.
f. The University will not accept funds for research projects, grants, student scholarships or other material considerations from the tobacco industry or related third parties.
g. University officials, staff, advisors or other persons representing the University will not accept gifts or enter into any arrangement, association or partnership with representatives of the tobacco and personal vaporiser industry, directly or indirectly.
h. Companies that manufacture tobacco and personal vaporiser products are excluded from participating in campus careers fairs or other vocational or recruitment activities. These companies are also excluded from holding events at ACU owned venues.
i. Breaches of this Policy will be managed in accordance with the Code of Conduct for Staff or the Student Conduct Policy, as appropriate.

Section 5 - Promoting Healthy Lifestyles

(5) This Policy encourages members of the University community to adopt a healthy lifestyle through assisting staff and students to give up smoking.

(6) The University recognises that some staff and students may require assistance to quit smoking or vaping. We encourage those from within the University's community who are considering quitting smoking or vaping to:

a. contact their local doctor or medical centre if they are considering quitting; or
b. in the case of staff, to utilise the Employee Assistance Program; or
c. in the case of students, to seek assistance from the ACU Student Counselling Service.

(7) Professional help to assist staff members and students who wish to stop smoking or vaping is available from Quitline (a telephone advisory service available by calling 13 78 48) or by visiting or by visiting iCanQuit.

Section 6 - Roles and Responsibilities

(8) Managers and nominated supervisors of work and learning areas:

a. ensure that staff, students, visitors, volunteers and contractors are aware of this policy;
b. educate staff, students, visitors, volunteers and contractors on how to politely remind persons seen not complying with the policy to respect University policy;
c. understand their responsibility as managers and nominated supervisors to ensure that the Policy is enforced;
d. ensure that complaints with regard to alleged breaches of the Policy are investigated and dealt with quickly and effectively.

(9) All persons on University premises:

a. must not smoke or vape anywhere on University premises, open space or vehicles with the exception of designated smoking areas located at North Sydney and Strathfield campuses;
b. must cooperate with the University in the implementation of this Policy;
c. may request people who are smoking or vaping to cease smoking or vaping; otherwise report the matter to Campus Security staff;
d. must comply with a request, if asked to cease smoking or vaping on University premises, open space or vehicles.

Section 7 - Revisions Made to This Policy

(10) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
27 June 2023	Minor	Scheduled review of policy in line with principles of the University's Policy Development and Review Policy.

(11) The University may make changes to this Policy from time to time to ensure consistency with legislation and community standards.

Section 8 - Further Assistance

(12) Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for overseeing the arrangements in their work area. Should further information or advice be required staff should visit Service Central.

Section 9 - Associated Information

(13) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	22nd February 2024
Review Date	27th June 2026
Approval Authority	Vice-Chancellor and President
Approval Date	22nd February 2024
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer People and Capability