

DEALING WITH ALLEGED BREACHES OF THE SMOKE-FREE AND VAPE-FREE ENVIRONMENT POLICY

A GUIDE FOR MANAGERS AND SUPERVISORS

Background

ACU's commitment to smoke-free and vape-free campuses requires commitment from students and staff members who are smokers and vapers, as designated smoking and vaping areas are now phased out with the exception of designated areas at the North Sydney and Strathfield campuses. In circumstances where it has been reported that individuals are smoking or vaping on campus in non-designated areas, a proactive and supportive approach that encourages a change in behaviour is the first step. This can avoid matters potentially escalating to disciplinary action. This guide aims to provide guidance to supervisors in the working and learning environment to deal with any potential breaches promptly, locally and informally.

ACU's [Smoke-free and Vape-free Environment Policy](#) provides specific guidance to staff, students, contractors and visitors regarding actions that can be taken if an individual is found to be smoking or vaping university premises. Clause 9 of the Policy states that all persons on University premises:

- 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;
- must cooperate with the University in the implementation of this Policy;
- may request people who are smoking or vaping to cease smoking or vaping; otherwise report the matter to Campus Security staff;
- must comply with a request, if asked to cease smoking or vaping on University premises, open space or vehicles.

Dealing with alleged breaches of the Tobacco Free Policy

Clause 8 of the [Smoke-free and Vape-free Environment Policy](#) states that it is the responsibility of managers and nominated supervisors of working or learning areas to:

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

The checklist below provides a guide for dealing with alleged repeated breaches of the Smoke-free and Vape-free Environment Policy reported to the supervisor by Properties and Facilities management locally in a timely manner. It is important to keep in mind that the goal is to encourage a change in behaviour through an open and respectful conversation, with the aim of avoiding an escalation to possible disciplinary action where possible. An informal discussion with the individual it has been reported is smoking or vaping on University premises that provides guidance on what is expected and potential consequences of continuing the behaviour can resolve the matter and avoid time consuming formal processes.

Checklist for Supervisors and Managers

Familiarise yourself with the relevant policies and procedures including the Smoke-free and Vape-free Environment Policy and the [smoke/vape free web site](#), which provides information about options for support.

Address the Issue Promptly

Make a time to speak with the staff member at the earliest opportunity to discuss the issue. The aim is to address the matter informally at the local level early on to avoid escalation to consideration of disciplinary action and offer support that will encourage the desired behaviour.

Be Clear and Direct about the Issue

Explain clearly and concisely that it has been reported to you that the staff member has been smoking or vaping on University premises on more than one occasion, which is potentially a breach of Clause 1(b) of the Smoke-free and Vape-free Environment Policy.

Explain the Potential Consequences of continuing the behaviour

Advise that the University breaches of policy seriously and the consequences of continuing behaviour that could be considered a breach of University policy and if the behaviour continues, including disciplinary action under the Code of Conduct for All Staff.

Listen Actively

Encourage open discussion that gives the staff member with the opportunity to provide an explanation for their behaviour. The aim here is to support a change of behaviour, so it is important to listen with empathy. However it needs to be reinforced that there smoking on Campus is not permitted, and that if they have been smoking or vaping on University premises, a change of behaviour is required to avoid disciplinary consequences.

Offer Appropriate Support

- Ensure that the individual understands where they are permitted to smoke or vape i.e. nearby areas off campus.
- advise the staff member about options for support available to manage/reduce smoking or vaping, ACU [smoke/vape free web site](#).

Follow up

Schedule a follow up meeting to check that the matter is resolved and take further action if required.

Meetings and interviews should be documented including details of who attended, action taken to respond to the issue (outcomes) and any further action required.

Further Reported Breaches

In the situation where there are reports of continued breaches of the Smoke-free and Vape-free Environment Policy, consultation your nominated supervisor should be the next step to guide your actions, with additional support available from your local People and Capability representative if required. Actions could include consideration of disciplinary actions under the Code of Conduct for All Staff. The above steps would be evidence in any further action required.