

Smoke free environment policy

A guide to managing staff in a smoke free environment

Smoke free environment

On 1 January 2015 all Federation University campuses became smoke free.

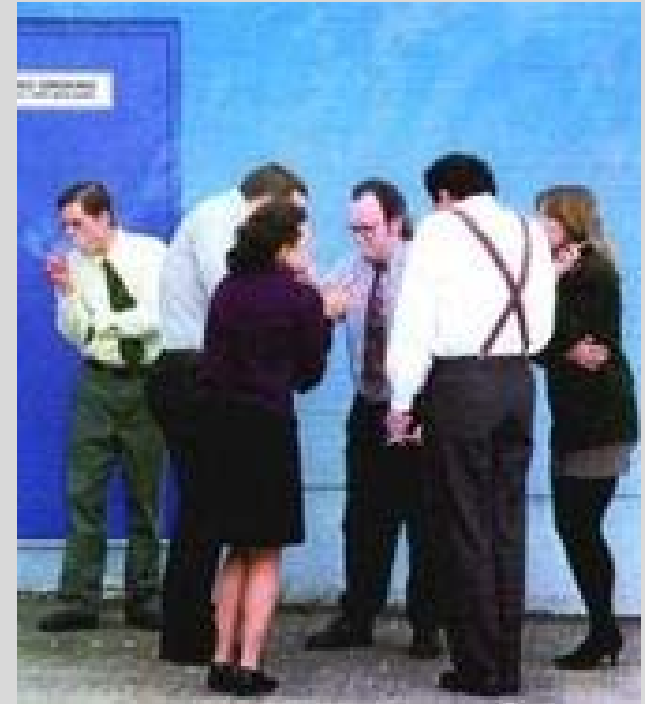
As managers you are responsible for ensuring your staff comply with the University's policies and procedures.



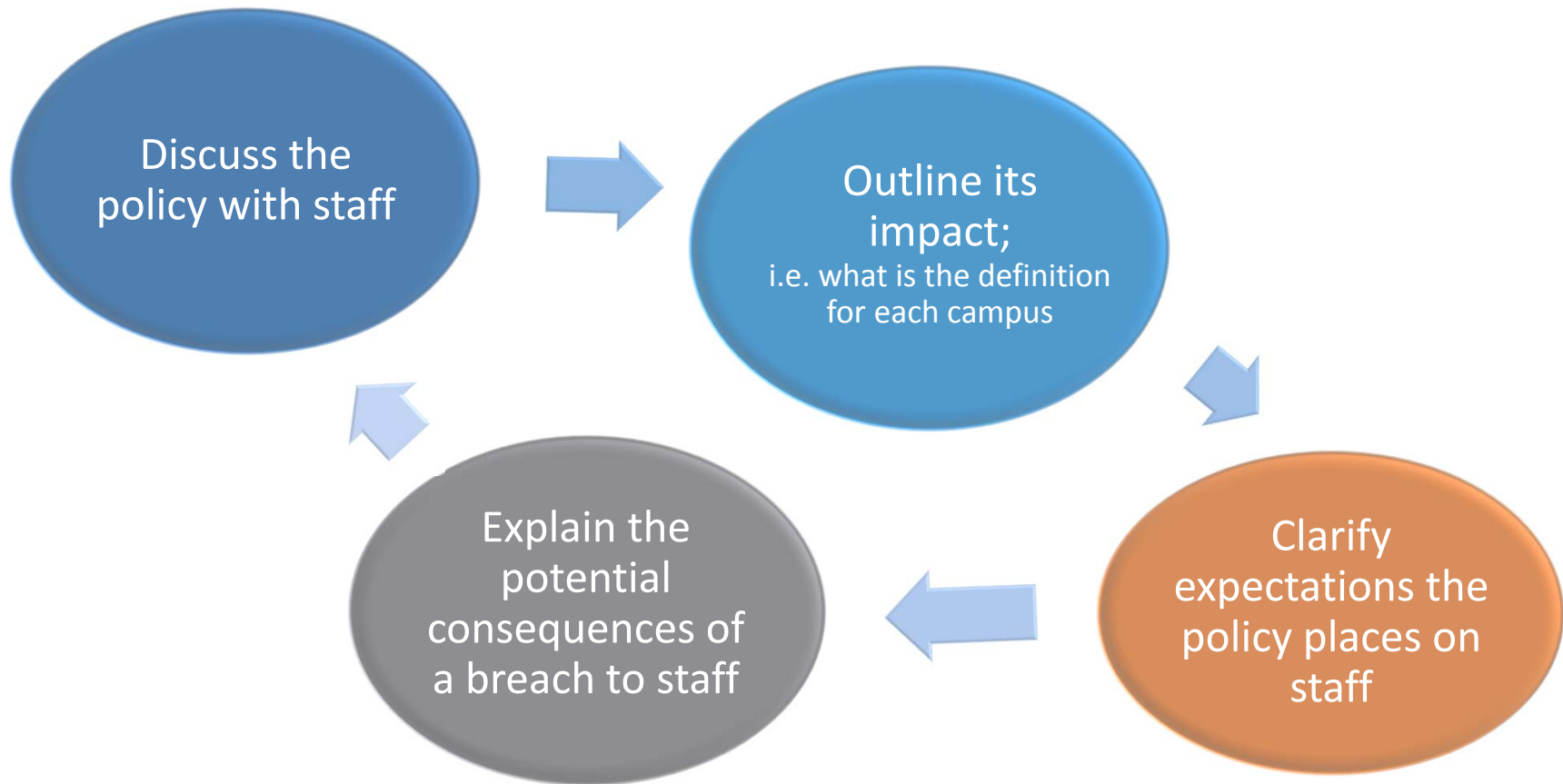
Smoke free environment

It is likely that you will have at least one staff member who is impacted by the University's ban on smoking on campus.

How will you manage any breach of the University's policies?



Inform staff of policy requirements



Getting the message across

Staff meetings

- Discussions about policies and procedures in a group setting is a good means of informing a large number of staff at one time.

Staff emails

- Follow up discussions from staff meetings with emails so any staff who may have been absent are also informed.
- Emails are also a good way to reiterate the message.

Individual discussions

- One-on-one discussions can be held with staff who may have personal concerns about the impact of a policy or procedure.

Breaches

What should I do if one of my staff members breaches the policy?

DO...

Speak directly to the staff member as soon as possible

Remind them of the requirements of the policy

Speak to them about strategies that may help them comply with the policy. This may include suggesting support services such as QUIT

Follow up the discussion with an email to the staff member confirming what was spoken about, including support strategies

DON'T...

Avoid having the discussion

Threaten to put any initial breaches on a staff member's personnel file

Threaten the staff member with misconduct or dismissal for an initial breach

Breaches

How do I deal with subsequent breaches of the policy?

Smoking is addictive and often very hard to stop. Subsequent breaches of the policy can likely be expected.

Dealing with ongoing issues depends on a number of factors:

- > The timing and frequency of breaches.
- > How did the breach occur, i.e. openly smoking or sneaking a cigarette in the corner?
- > The staff member's response to discussions about the breach, i.e. regretful/apologetic vs belligerent or denial against clear evidence?

Breaches

The University encourages managers to initially take an educative approach when dealing with breaches of the Smoke Free Campus Policy.

More serious action would only be taken if there are frequent and consistent breaches where ongoing education efforts have failed to change habits, or where an employee's behaviour when being spoken to is unacceptable.

Where more serious action is required, managers should speak to their HR Business Partner to discuss appropriate action.

It is important that a manager can demonstrate a serious and consistent process has been taken in addressing the policy breach (i.e. follow up emails sent to the staff member after each conversation).

Remember

Inform

Inform staff so they are aware of the requirements

Support

Deal with issues as they arise using a supportive and educative focus

Follow up

Follow up your discussions with an email that details what was discussed and what strategies to avoid a further breach have been agreed to

Assistance

Speak with your HR Business Partner if you need to address more serious breaches of the policy