

## Smokefree / Tobacco free – Auahi Kore / Tupeka Kore

### Policy Responsibilities and Authorisation

<b>Department Responsible for Policy</b>	Community and Clinical Support
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## Smokefree / Tobacco free – Auahi Kore / Tupeka Kore

### Policy Review History

Version	Updated by	Date Updated	Summary of Changes
06	Kate Dallas		This is an updated policy based on the Hawkes Bay DHB (HB DHB) smokefree policy. HB DHB developed this policy after they commissioned a research report into all New Zealand DHB smokefree policies. The report made recommendations for a best practice policy which will support the Smokefree New Zealand 2025 goal.
			Expectation the Waikato DHB senior management shall demonstrate leadership and support the roles and responsibility of staff in relation to tobacco products or electronic cigarettes
			Expectation that staff will be smokefree while at work and systems will be developed to achieve this.
			All staff who smoke will have access to support to manage tobacco dependency

## Smokefree / Tobacco free – Auahi Kore / Tupeka Kore

### Contents

1. Introduction .....	4
1.1 Purpose.....	4
1.2 Scope.....	4
2. Definitions .....	5
3. Policy Statements .....	5
4. Background.....	6
5. Processes .....	7
5.1 Roles and Responsibilities.....	7
5.2 Smokefree Clinical Practice.....	8
5.3 Smokefree Education .....	8
5.4 Smokefree / Tobacco Free Staff.....	9
5.5 Stop Smoking Support.....	9
5.6 Smokefree Communications.....	10
5.7 Smokefree Waikato DHB Contracts and Employment Agreements.....	10
6. Smokefree Monitoring and Reporting.....	11
6.1 Measurement Criteria .....	11
7. Legislative Requirements .....	11
7.1 Legislation.....	11
8. Associated Documents .....	12
8.1 Associated Waikato DHB Documents .....	12
8.2 References and Further Information.....	12
Appendix A Tupeka Kore.....	14

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**Smokefree / Tobacco free – Auahi Kore / Tupeka Kore**

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**1. Introduction****1.1 Purpose**

To improve, promote and protect present and future health and wellbeing of the Waikato District Health Board (DHB) population from the harms of tobacco consumption and exposure to second-hand smoke through demonstrating commitment and responsibilities in supporting a smokefree / tobacco free lifestyle for all.

To be a leader in health promotion in the community through advocating good health by focusing on achieving equity in reducing tobacco prevalence as smoking rates are a major contributor to inequalities in health status and outcomes in Waikato.

This policy builds on from the government's commitment to a Smokefree New Zealand/Aotearoa 2025 where smoking rates are lower than 5% and smoking will no longer be the norm.

As stated by the Ministry of Health Smokefree 2025 will be achieved by:

- Protecting children from exposure to tobacco marketing and promotion
- Reducing the supply of, and demand for tobacco
- Providing the best possible support for quitting

This Purpose aligns with the Waikato DHB Position Statement 2017, the Public Health Tobacco Strategic Plan 2017/18 and the Waikato DHB Tobacco Control Plan 2017-2020 where priority groups and issues have been identified.

**1.2 Scope**

This policy applies to all Waikato DHB staff and services including

- Mental Health and Addiction services Inpatient, Forensic and Community Services,
- All general Inpatient and Maternity;
- Health Delivery Services e.g. Outpatient, Community settings
- All service users, visitors, volunteers, contractors, access agreement holders and others working on or accessing Waikato DHB premises
- All contracted service providers.

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**2. Definitions**

<b>Smokefree</b>	The term 'smokefree' in this policy applies to all forms of tobacco or herbal smoking products and electronic cigarettes.
<b>A.B.C.</b>	Clinical interventions for people who smoke; A ascertain smoke status of every patient, B brief advice to be smokefree and C cessation treatment NRT for all smokers and referral if accepted.
<b>DHB premises</b>	This includes all buildings; grounds owned or occupied by the DHB and all DHB vehicles.
<b>EAP</b>	Employee Assistance Program; free counselling services with counsellors trained nicotine addiction and motivational therapy.
<b>E cigarette</b>	Electronic cigarettes – or e-cigarettes – are electrical devices that mimic real cigarettes by producing a vapour by heating a solution (e-liquid), which the user inhales or vapes. E-liquid is available with or without nicotine, and usually contains propylene glycol and flavouring agents. People who choose to use e-cigarettes (to vape), should aim to stop smoking completely to reduce the harm from smoking. Ideally, people would eventually stop vaping as well.
<b>NRT</b>	Products containing nicotine designed to replace the nicotine from cigarette smoke used when smoking is not permitted
<b>Tupeka Kore</b>	The Waikato District Health Boards Māori Health Service (Te Puna Oranga) tobacco free programme targeting whānau, communities, iwi, hapū and marae encouraging tobacco free lifestyles. See <a href="#">Appendix A – Tupeka Kore</a> for more information

**3. Policy Statements**

The Waikato DHB smokefree policy is that:

- There will be no smoking or electronic cigarette use by staff, patients/clients, family/whanau, visitors and contractors on any campus.
- This includes all buildings, vehicles and grounds owned or occupied by the DHB.
- Staff will not smoke while on paid Waikato DHB business either onsite or in the community.

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**4. Background**

The Waikato DHB recognises the evidence of harm caused by tobacco:

- Tobacco use is the single largest preventable cause of illness and early death. There are approximately 5,000 deaths each year linked to smoking or second-hand smoke exposure. Smoking is a major risk factor for heart attacks, strokes, chronic obstructive pulmonary disease (including emphysema and chronic bronchitis) and cancer (particularly lung, larynx, mouth and pancreatic). Second-hand smoke is the inhalation of smoke by people other than the intended ‘active’ smoker and causes many of the same diseases as direct smoking, e.g. cardiovascular, lung cancer and respiratory diseases and causes the death of approximately 300 New Zealand people per year
- Tobacco dependence is a chronic relapsing addictive condition
- Tobacco use is a major determinant of inequality in health in the Waikato region with 17% of adults currently smoking. In adults and youth alike, smoking rates are higher for Māori and Pacific peoples. In the 2013 Census data, 35% of Māori, 24% of Pacific, and 13% of Other adults smoked
- South Waikato, Ruapehu, Waitomo, Hauraki, Otorohanga and Waikato have significantly higher rates than the overall Waikato DHB. The highest prevalence rates are among females in South Waikato (26%), Ruapehu (25%) and Waitomo (26%). However, in the overall Waikato DHB females have lower rates than males.
- Pregnancy, neonatal, new-born and infant health is negatively affected by exposure to first and second hand tobacco smoke and smoking in pregnancy can be associated with low birth weight, miscarriage or stillbirth. In infants there is a higher risk of Sudden Unexpected Death in Infancy (SUDI) and in children, asthma, respiratory infections and glue ear
- Maternal smoking is more common in the Waikato DHB (17.1%) than in overall NZ (12%). In the Waikato a larger proportion of Māori women smoke during pregnancy in comparison with women of other ethnicities (36.8% Māori vs. European 8.1%, Pacific 6.6%, Indian and Asian 0.29%). The prevalence has only reduced slightly between 2011-2015. The highest rates of maternal smoking are in the Ruapehu, Hauraki and South Waikato areas. However the highest numbers of women smoking during pregnancy are in Hamilton.
- In recognition of the harmful effects of tobacco use, priority groups have been targeted in the Tobacco Control Plan 2017-2020 to address the above issues. The priority groups include Māori who smoke, particularly women across all age groups, pregnant women, people with mental health and addiction issues, certain geographic areas with high deprivation.

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IF THIS DOCUMENT IS PRINTED, IT IS VALID ONLY FOR THE DAY OF PRINTING							Page 6 of 14

**Smokefree / Tobacco free – Auahi Kore / Tupeka Kore**

**5. Processes**

**5.1 Roles and Responsibilities**

**Waikato DHB senior management shall support the roles and responsibility of staff in relation to tobacco products or electronic cigarettes which will include:**

- Increasing the number of smokefree people in Waikato community through smokefree clinical practice, health promotion and health protection activities. To support these initiatives, all Waikato DHB events will be smokefree (whether or not held on DHB grounds including events sponsored, partnered or funded by the Waikato DHB)
- Demonstrate leadership through role modelling of positive smokefree behaviours and attitudes that can be displayed to each other and to the general public. This also means privately owned vehicles whilst on Waikato DHB grounds will be smokefree
- Being mindful of ‘our boundary neighbours’ and the community that tobacco use is a health risk and is not acceptable in or near a healthcare setting. Therefore groups named in the ‘Scope’ section of this policy shall not use tobacco products or e-cigarettes on any of the Waikato DHB boundary lines
- Waikato DHB, in operating public facilities, will take steps to ensure members of the public especially service users, are not subtly encouraged to initiate smoking, or have cessation attempts undermined, by the presence of visible tobacco products or e-cigarettes or smoking related media. This will mean displaying Smokefree signs in appropriate public areas within all hospitals and all other DHB occupied buildings and ground.
- New employees will be screened for tobacco use during the recruitment process, informed of the Waikato DHB Smokefree Policy and provided with information about support available to staff to be smokefree at work. Screening is for the purposes of monitoring tobacco dependence in prospective staff and to ensure that the expectations of this policy are understood before employment. To support this initiative, recruitment policies shall acknowledge this policy on all communication.
- Waikato staff, contractors or volunteers are prohibited from smoking in uniform or attire worn during work (mufti clothing worn to work), or when wearing any item that might associate them with Waikato DHB, e.g. identification badge. Staff, contractors or volunteers who are not smokefree during unpaid break times are expected to change out of their uniform/mufti worn during work hours and wash their hands after tobacco use to minimise exposure of third hand smoke or signs of tobacco use
- No DHB employee will be required to escort patients off DHB grounds for the sole purpose of smoking
- Integration with local and national initiatives to support a smokefree New Zealand/Aotearoa:
  - Te Puna Oranga Tupeka Kore strategy.
  - The government supported vision of a Smokefree Aotearoa by 2025.

Doc ID:	0121	Version:	06	Issue Date:	24 APR 2018	Review Date:	24 APR 2021
Facilitator Title:	Smokefree Coordinator			Department:	Community and Clinical Support		
IF THIS DOCUMENT IS PRINTED, IT IS VALID ONLY FOR THE DAY OF PRINTING							Page 7 of 14

**Smokefree / Tobacco free – Auahi Kore / Tupeka Kore**

**Breaches to this policy:**

- Visitors - Waikato DHB employees are encouraged to bring this policy to the attention of people who smoke or use their electronic cigarette within the hospital or hospital grounds.
- Waikato DHB employees, security, contractors or volunteers – employees are encouraged to bring the breach to the attention of the staff member’s manager or Team Leader
- Should there be significant breaches of this policy, for example continuing to visibly and obviously bring tobacco products onto Waikato DHB sites or continuing to be observed smoking in uniform or attire worn during work etc., then disciplinary action could be taken.
- Managers/Team Leaders have the obligation of ensuring employees are aware of the Smokefree policy roles and responsibilities at annual performance reviews. Staff that smoke are offered help to access stop smoking support including Employee Assistance Programme (EAP) and free NRT products to manage their tobacco dependency whilst at work.

**5.2 Smokefree Clinical Practice**

In recognition of the chronic relapsing condition of tobacco use and harm of tobacco exposure it is expected that when accessing Waikato DHB services:

- 100% of all adult clients / patients will be screened for tobacco use
- 100% of adult clients / patients who are not smokefree will receive advice to be smokefree and strongly encouraged to utilise stop smoking support (a combination of behavioural support and stop-smoking medicine works best) and offer to help them access it.
- All inpatients that are assessed as nicotine dependent will be assisted in the management of their nicotine dependency through the provision of nicotine replacement therapy on admission and have daily monitoring of nicotine withdrawal.
- 100% of all babies / children of Waikato DHB services will be assessed for smoke exposure
- 100% of whanau / family of babies or children that are smoke exposed will receive interventions that assist families to be smokefree

**5.3 Smokefree Education**

All Waikato DHB staff shall receive on-going evidence based smokefree education appropriate to their role i.e.

- New staff are informed of Waikato DHB Smokefree policy at orientation
- All health professionals regulated under the Health Practitioners Competence Assurance Act 2003, Medical Students, Nursing and Midwifery Students (3rd year and

Doc ID:	0121	Version:	06	Issue Date:	24 APR 2018	Review Date:	24 APR 2021
Facilitator Title:	Smokefree Coordinator			Department:	Community and Clinical Support		
IF THIS DOCUMENT IS PRINTED, IT IS VALID ONLY FOR THE DAY OF PRINTING							Page 8 of 14



**Smokefree / Tobacco free – Auahi Kore / Tupeka Kore**

above) and Allied staff shall complete the Ministry of Health “Helping People to Stop Smoking” e-learning on Ko Awatea and then annually or sooner if the e-learning tool is reviewed.

- All health professionals regulated under the Health Practitioners Competence Assurance Act 2003, Medical and Nursing Students and allied staff in particular those staff working in Mental Health and Addiction services will complete the two modules “Smokefree in Mental Health and Addictions services” on Ko Awatea
- Smokefree education is available each month and on request from the Smokefree Coordinator to ensure 100% of nursing and midwifery; medical and allied health staff receive updated and current smoking cessation and nicotine addiction clinical education

**5.4 Smokefree / Tobacco Free Staff**

- Waikato DHB staff will be able to access smokefree motivational support through EAP and through the Smokefree Coordinator or Health and Safety team, which includes:
  - free provision of monthly Nicotine Replacement Therapy products for the purpose of management of nicotine dependence short term or for long term abstinence using the Quit card system
  - emergency supply of nicotine products at their place of work
  - provision of free smokefree counselling

**5.5 Stop Smoking Support**

- There will be accessible, appropriate, and sufficient range and volume of community based Stop Smoking Services for the Waikato DHB community. To enable this, Waikato DHB will support the Primary Health Organisation (PHO) contracted to deliver evidenced based, best practice Stop Smoking Services to community, including all PHOs, workplaces and other non-government organisations with the overall aim to achieve Smokefree Aotearoa 2025.
- The Waikato DHB smokefree coordinator will support local and national Stop Smoking Services.
- Waikato DHB will support Smokefree health promotion, regulation and tobacco free initiatives across the district.
- Waikato DHB will work closely with District and Regional Councils to increase the number of smokefree areas; such as sport grounds, cafes, public parks, businesses.
- Waikato DHB will work with District and Regional Councils to reduce the number of tobacco outlets near secondary schools and work towards regulation/ registration of same.

Doc ID:	0121	Version:	06	Issue Date:	24 APR 2018	Review Date:	24 APR 2021
Facilitator Title:	Smokefree Coordinator			Department:	Community and Clinical Support		
IF THIS DOCUMENT IS PRINTED, IT IS VALID ONLY FOR THE DAY OF PRINTING							Page 9 of 14

**Smokefree / Tobacco free – Auahi Kore / Tupeka Kore**

**5.6 Smokefree Communications**

Waikato DHB will ensure that smokefree strategies are supported with communications, which will include (but not limited to) the following activities:

- adequate smokefree and tobacco free signage on all premises
- smokefree messages on appointment letters and cards
- related guidelines, procedures and standing orders are updated regularly
- stop smoking support resources are readily available
- smokefree policy will be referred to in all job adverts and Position Descriptions
- smokefree messages are integrated into other health messages, media releases and high level communications
- The week leading up to World Smoke free day, May 31st each year the Waikato DHB will further promote the smokefree message in community settings by promoting smoking cessation and outlining support available
- The Waikato DHB Smokefree Champions will be supported with current information and education to support clinical practice of ABC; brief advice, treatment to prevent nicotine withdrawal symptoms, offer of referral, promote smokefree lifestyle messages and where to access support to become smokefree, i.e. EAP, local Stop Smoking Services or Quit line
- All staff are encouraged to inform patients/clients and visitors of the Waikato DHB Smokefree Policy, including encouraging people not to bring tobacco products or electronic cigarettes onto the hospital grounds

**5.7 Smokefree Waikato DHB Contracts and Employment Agreements**

All Waikato DHB clinical contracts, recruitment policies and employment agreements shall include smokefree clauses which include statements relating to:

- This Smokefree Policy
- Clear smokefree leadership from all management and team leaders.
- ABC smokefree clinical practice delivered to all service users
- Smokefree role modelling by staff
- Smokefree education current and available on request
- 100% smokefree environments with no staff exposed to second hand smoke

With the associated indicators applying:

- Smokefree policy
- ABC smokefree tobacco screening and intervention of all service users

Doc ID:	0121	Version:	06	Issue Date:	24 APR 2018	Review Date:	24 APR 2021
Facilitator Title:	Smokefree Coordinator			Department:	Community and Clinical Support		
IF THIS DOCUMENT IS PRINTED, IT IS VALID ONLY FOR THE DAY OF PRINTING							Page 10 of 14

**Smokefree / Tobacco free – Auahi Kore / Tupeka Kore**

**6. Smokefree Monitoring and Reporting**

Waikato DHB will ensure that smokefree initiatives be monitored and reported (ensuring an ethnicity analysis is incorporated). These include (but are not limited to) the following indicators:

- ABC clinical practice
- Waikato DHB tobacco prevalence
- Waikato DHB Smokefree contract clause
- Waikato DHB Smokefree education
- Community Stop Smoking Services
- Health Promotion activities

**6.1 Measurement Criteria**

1. Smokefree clinical practice – 100% of clients / patients will be screened for tobacco use and those that are not smokefree will receive the appropriate intervention.
2. Waikato DHB Clinical contracts have described clauses and associated indicators in place.
3. Increase in Waikato DHB staff being smokefree.
4. Drop in prevalence of population smoking in next Census 2017/18

**7. Legislative Requirements**

**7.1 Legislation**

Meet legal obligations

- a) Under the Smokefree Environments Act 1990 (and its amendments in 2003) and The Health and Safety at Work Act 2015.
- b) To protect the health and safety of employees and visitors to its workplaces (includes patients/clients and visitors) from the effects of identified hazards which includes second hand smoke.
- c) Actively supporting staff, contractors and volunteers to be smokefree through the Smokefree Coordinator, Health and Safety, Quitline or local Stop Smoking Services

Doc ID:	0121	Version:	06	Issue Date:	24 APR 2018	Review Date:	24 APR 2021
Facilitator Title:	Smokefree Coordinator			Department:	Community and Clinical Support		
IF THIS DOCUMENT IS PRINTED, IT IS VALID ONLY FOR THE DAY OF PRINTING							Page 11 of 14

**Smokefree / Tobacco free – Auahi Kore / Tupeka Kore**

**8. Associated Documents**

**8.1 Associated Waikato DHB Documents**

- The New Zealand Guidelines for Helping People Stop Smoking 2014
- Waikato DHB [Smoking Cessation Intervention and Pharmacotherapy](#) procedure (Ref. 4951)
- Waikato DHB [Nicotine Replacement Therapy](#) standing order (Ref. 2580)
- Waikato DHB [Nicotine Replacement Therapy in in Outpatient Areas](#) guideline (Ref. 1619)
- Prescribing in Smoking Cessation (T1486HWF)
- Waikato DHB [Health and Safety](#) policy (Ref. 0044)
- Waikato DHB [Hazard Management](#) policy Ref. (0051)
- Waikato DHB [Code of Conduct](#) policy (Ref. 5674)
- Waikato DHB [Performance Management and Discipline](#) policy (Ref. 5250)
- Waikato DHB [Professional Image and Uniform Clothing](#) guideline (Ref. 2723)
- Waikato DHB [Vehicle Usage and Safe Driving](#) policy (Ref. 0112)
- Waikato DHB [Inter-hospital patient transfers: competencies and standards](#) protocol (Ref. 2742)
- Position Statement: Waikato DHB's Tobacco Control 2017
- Smoke-free Workplaces: A guide to the Smoke-free Environments Act 1990
- New Zealand Health Strategy 2000
- Midlands DHB Smokefree Vision Statement 2009

**8.2 References and Further Information**

- Government Response to the; Report of the Māori Affairs Committee on its *Inquiry into the Tobacco Industry in Aotearoa and the Consequences of Tobacco Use for Māori* (Final Response) Presented to the House of Representatives in accordance with Standing Order 248, 2011
- New Zealand, Ministry of Health: Maori Smoking and Tobacco Use, 2011
- New Zealand, Ministry of Health: Health Targets: Better Help for Smokers to Quit 2015
- New Zealand, Ministry of Health: New Zealand Guidelines for Helping People to Stop Smoking, 2014
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Doc ID:	0121	Version:	06	Issue Date:	24 APR 2018	Review Date:	24 APR 2021
Facilitator Title:	Smokefree Coordinator			Department:	Community and Clinical Support		
IF THIS DOCUMENT IS PRINTED, IT IS VALID ONLY FOR THE DAY OF PRINTING							Page 12 of 14

## Smokefree / Tobacco free – Auahi Kore / Tupeka Kore

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- Smoke-free Environments Amendment Act 2003. Retrieved from [http://www.legislation.govt.nz/act/public/2003/0127/latest/DLM234940.html?search=qs\\_act\\_Smoke-free%20Environments%20Amendment%20Act%202003\\_resel\\_25\\_h&p=1](http://www.legislation.govt.nz/act/public/2003/0127/latest/DLM234940.html?search=qs_act_Smoke-free%20Environments%20Amendment%20Act%202003_resel_25_h&p=1)
- U.S. Department of Health and Human Services. How Tobacco Smoke Causes Disease: The Biology and Behavioural Basis for Smoking-Attributable Disease: A report of the Surgeon General. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2012.
- U.S. Department of Health and Human Services. Clinical Practice Guideline: Treating Tobacco Use and Dependence: Public Health Service, 2008.

Doc ID:	0121	Version:	06	Issue Date:	24 APR 2018	Review Date:	24 APR 2021
Facilitator Title:	Smokefree Coordinator			Department:	Community and Clinical Support		
IF THIS DOCUMENT IS PRINTED, IT IS VALID ONLY FOR THE DAY OF PRINTING							Page 13 of 14

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**Smokefree / Tobacco free – Auahi Kore / Tupeka Kore**

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**Appendix A Tupeka Kore****TUPEKA KORE****“Tobacco free whanau - a tobacco free world”**

Tupeka Kore is the Waikato District Health Boards Māori Health Service (Te Puna Oranga) tobacco free programme targeting whānau, communities, iwi, hapū and marae encouraging tobacco free lifestyles. Tupeka Kore has been endorsed by the Waikato District Health Board Kaumātua Kaunihera and Iwi Māori Council to make a leadership contribution on the war against tobacco use amongst Māori.

One of the most powerful approaches to promoting Tupeka Kore is the process of making Tupeka Kore waahi / spaces. The process is to place a kawenata (covenant) through the use of karakia or prayer on an area / space or service to become Tobacco Free. Once the kawenata has been placed, No tobacco products are allowed within that designated area / space or service.

The concept of making area / spaces or services Tupeka Kore is another tool we can use to promote a smoke free environment. It is about:

1. Supporting the 2025 Smokefree Aotearoa / New Zealand vision
2. Role modelling healthy lifestyle choices
3. Supports auahi kore / smokefree initiatives
4. Aligns with the Waikato DHB Smokefree policy
5. Aligns to the national intent around quit support and smoking cessation
6. Upholds tikanga Māori as a valid and legitimate process in supporting health gain for Māori and non-Māori
7. Encourages service and community leadership
8. Workforce development

It should be noted that the creation of Tupeka Kore waahi is not limited to areas / spaces or services in the Waikato DHB but can also be extended to:

1. Early childhood centres and schools
2. Māori health provider services
3. Community health services
4. Other organisations / services who wish to role model a positive initiative

Tupeka Kore waahi becomes the responsibility of the area / space or service to promote that the covenant that has been placed is upheld and respected. General information about Tupeka Kore will be provided to visitors via signage, meeting material etc. It is not expected that staff will directly confront visitors about their smoking status or whether they are carrying tobacco products.

Should you require any further information please contact Executive Director Māori Health.

Doc ID:	0121	Version:	06	Issue Date:	24 APR 2018	Review Date:	24 APR 2021
Facilitator Title:	Smokefree Coordinator			Department:	Community and Clinical Support		
IF THIS DOCUMENT IS PRINTED, IT IS VALID ONLY FOR THE DAY OF PRINTING							Page 14 of 14