

# Smokefree workplaces: A whole-of-organisation approach

To ensure effectiveness and sustainability, a smokefree workplace programme should promote change at the organisational, environmental, and individual levels.

Below are examples of initiatives that support organisational and environmental change and also support individuals to stop smoking.

## Organisational change

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Organisational change means policies, practices and culture in the workplace support positive behaviour change for smokefree.

### Example actions:

- **Smokefree policy:** Developing a smokefree policy communicates that you are committed to building a culture that supports healthy lifestyles.  
You can use the [Health and Wellbeing policy template](https://wpb.business.govt.nz/workplacepolicybuilder/healthAndWellbeing/smokefreeAtWork) (wpb.business.govt.nz/workplacepolicybuilder/healthAndWellbeing/smokefreeAtWork) to customise a smokefree policy for your workplace needs.
- **Staff engagement:** Engage with senior leaders as well as employees who will be most affected by the proposed changes. By consulting staff, key organisational changes are more likely to gain support and be successfully implemented.

## Environmental change

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Environmental change means creating an environment that supports staff to be smokefree and reduces exposure to second-hand smoke.

### Example actions:

- **Signage:** Display smokefree signage in prominent areas, including entrances, exits and other places with high employee traffic. Including signs in areas where people smoke will help enforce the policy.



- **Smokefree Vapefree vehicles:** Ensure all work vehicles are smokefree and vapefree, and display smokefree signage prominently inside them. You can order stickers from [smokefree.org.nz/resources/smokefree-stickers](https://smokefree.org.nz/resources/smokefree-stickers).
- **Work events:** Support work events to be smokefree.

## **Individual change**

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This involves supporting individual employees to change their smoking behaviours. This can be achieved through increasing knowledge, influencing attitudes and providing support for staff to quit.

### **Example actions:**

- Engage with [stop smoking support](https://smokefree.org.nz/quit/help-and-support/find-a-stop-smoking-service) (smokefree.org.nz/quit/help-and-support/find-a-stop-smoking-service) services to support staff to quit.
- Display [posters](https://smokefree.org.nz/resources/breakfree-to-smokefree-workplace-poster) (smokefree.org.nz/resources/breakfree-to-smokefree-workplace-poster) linking to smoking cessation services.
- Provide information sessions and resources about quitting smoking.
- Promote awareness days such as [World Smokefree Day](https://worldsmokefreemay.nz/) (worldsmokefreemay.nz/).