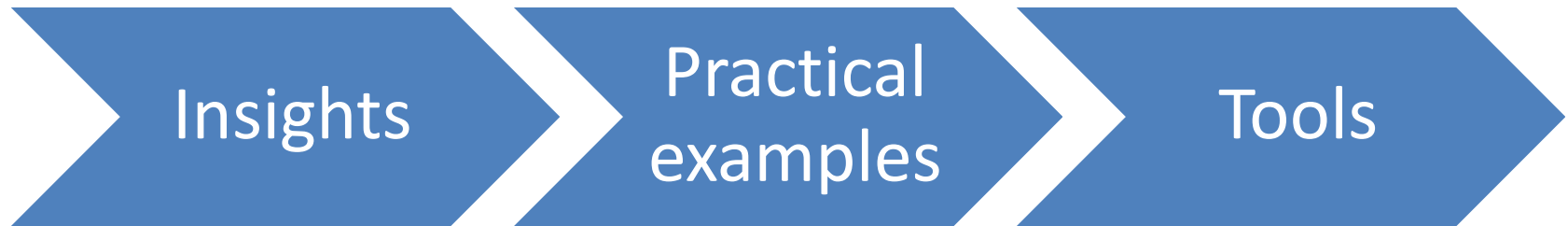


Supporting employers to have smokefree workplaces

Julie Anne Garnons-Williams
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What we'll cover



Insights from small/medium employers



Insights from large employers

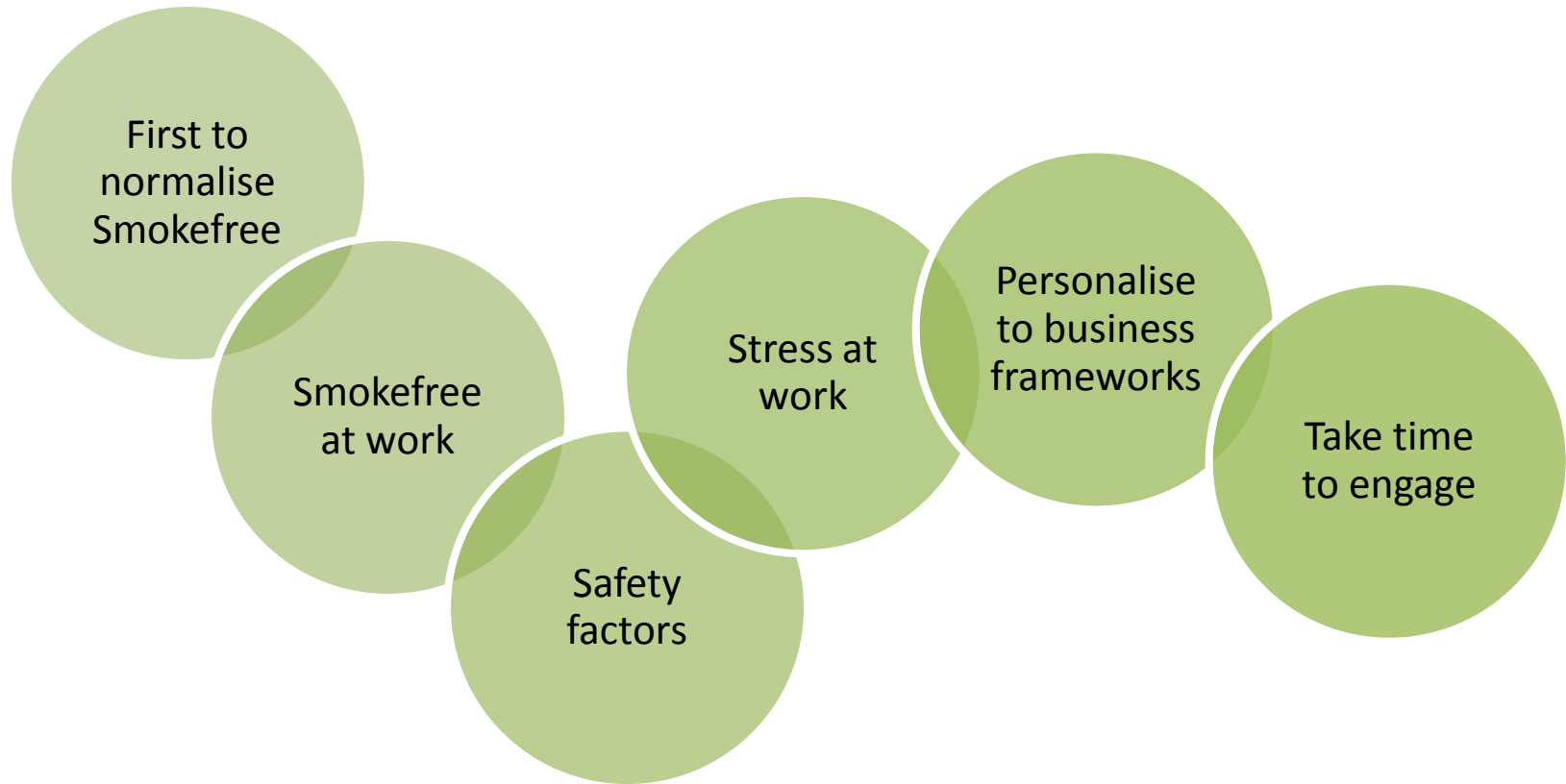
Emphasis on partnerships

Leaders believe locals know best

Connect the dots between a willingness to 'do' health and wellbeing, and the BAU

Don't assume that line managers know 'how'

Our insights



Policy Builder



For more information and help relating to policies, go to business.govt.nz.

business.govt.nz



Workplace policies, made easy

Policies set out the rules for your workplace, and together with an employment agreement, are a great foundation for employment relationships. Policies tell your workers what you expect from them, and what they can expect from you.

This tool guides you through the steps to create a variety of policies tailored to your workplace. A policy can be as short or as detailed as suits you. You can save a draft policy part way through and come back to it at any time. Once you're happy with it, you can email the finished policy to yourself.

New policies will be added, so pop back to check out what's new.

Create your policies

Flexible work policy >

Leave & Holidays policy >

IT and Social media policy >

There are two types of policy text in this tool:

- R Recommended**
Helps you have great employment relationships.
- O Optional**
Useful if your workplace – or industry – needs extra detail.
- ✓ Making your choice**
A tick will appear next to your chosen option.

Each policy has **More Information** tabs with tips and common mistakes to help tailor your policies.

< Back to policies

Save

Subscribe

Finish

Reset policy

Search

Why we have this policy

What our policy is

Hardware and software

Email

Landline phones and VOIP

Social media

Mobile devices

Photos and videos

< Previous

Hardware and software

Next >



OPTIONAL

Add this to your IT policy if your employees use **your** computers and/or internet connection, including Wi-Fi, for personal or for work purposes.

For tips and common mistakes, see [More Information](#).

> Work and personal use

Select

> Work use only

Select

MORE INFORMATION

HIDE >

What you need to know

Hardware is IT you can touch, eg a computer or smartphone, while software is IT you can't touch, eg programs and apps that tell hardware what to do.

You need to decide whether you let staff use your technology for personal use or use their technology in the workplace.

Remind staff about privacy requirements, especially if they're accessing, emailing or sharing other people's personal information, or client/ customer confidential information.

Also, remind them to protect passwords and look out for security threats, eg phishing and email scams when opening attachments and links.

For more:

> [Avoiding scams and fraud — business.govt.nz](#)

> [Storing and protecting data — business.govt.nz](#)

> [Tips](#)

> [Common mistakes](#)

National tools



WorkWell.health.nz provides a comprehensive framework and advisor support in many areas of New Zealand and is ideal for larger organisations.



Good4Work.nz is an easy-to-use online tool that is ideal for small-medium sized workplaces, and those that are just getting started.



Wellplace.nz provides practical tailored workplace health and wellbeing case studies, information, ideas and resources.

Workplace case studies



Wellbeing is a top business objective at Tumu Timbers

Mental wellbeing

Smokefree

Eat well

[Read case study](#)



Wellbeing unfurled at Te Wānanga o Aotearoa

Mental wellbeing

Smokefree

Move more

Eat well

[Read case study](#)



Putting the "well" into Well Connected

Mental wellbeing

Smokefree

Move more

[Read case study](#)

Stay in touch

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