

### Smoke free Policy - HS33

The YMCA Early Learning Centre, in accordance with the Smoke Free Environmental Act 1991, has instigated a smoke free policy.

- Smoking is forbidden anywhere within the buildings or the grounds of the Centre.
- Smoke free signage will be displayed at all the entrances to the Centre including outer entrances to the Centre premises.
- The Centre will role model smoke free environments by prominently displaying our Smoke free Policy in the staff room and on the Centre notice board
- The Centre will inform whānau, staff, management and the community of our Smoke free Policy
- The Centre will promote our Smoke free Policy in newsletters/panui.
- The Centre will advise contractors and others working within our premises of our smoke free policy.
- The Centre will have a complaints procedure, identified in the Centre Governance, Management and Administration Policy, that can be used to make complaints.