



Institute for  
Education

## No Smoking Policy

[Version 1.2]

---

<b>Policy Author</b>	Anthony Satariano	<b>Designation</b>	Head QA	<b>Dept.</b>	QA Dept
<b>Policy Reviewer</b>	Joanne Grima	<b>Designation</b>	CEO	<b>Dept.</b>	N/A
<b>Policy Approver</b>	QAC	<b>Effective Date</b>	18/02/2019		

---

## 1 Introduction

- 1.1 The Institute for Education (IfE) is committed to provide a healthy environment for course participant, employees, visitors and contractors.
- 1.2 Smoking is not permitted in any part of the IfE's building. This includes personal offices. The ban on smoking is includes the areas immediately outside the IfE's building where tobacco smoke could cause a nuisance to occupants. Anyone wishing to smoke is asked to respect the rights of others to enjoy a smoke-free environment.
- 1.3 This policy also applies to electronic cigarettes which are prohibited wherever smoking is prohibited.

## 2 Aims

- 2.1 The Policy seeks to:
  - Provide a healthy working environment and protect the current and future health of employees, course participants, visitors and contractors of the IfE.
  - Acknowledge the right of non-smokers to breathe in air free from tobacco smoke.
  - Ensure compliance with the [Occupational Health and Safety Authority Act XXV11\(2000\)](#) and subsequent amendments and the [Smoking in Public Places Regulations](#).
  - Raise awareness of the dangers associated with exposure to tobacco smoke.

## 3 Signage

- 3.1 'No Smoking' signs are fitted in circulation spaces and offices within the IfE's building.

## 4 Enforcement

- 4.1 Persons smoking tobacco products in prohibited areas should be politely asked to stop.
- 4.2 Refusal to stop is unacceptable and should be reported to the Senior Management of the IfE.
- 4.3 For employees and course participants, refusal to stop will entail a disciplinary offence. For a first breach of the policy, employees and course participants will be reminded of the requirements of the policy and advised that any further violations may result in formal disciplinary action.

- 4.4 Visitors and contractors who refuse to stop smoking will be politely asked to leave the building.
- 4.5 Employees and course participants should refer any concerns about non-compliance with this policy to the appropriate Senior Manager or Course Co-ordinator. Where non-compliance continues following such a reference, staff should refer their concerns to the Chief Executive Officer.

## 5 Support for Smoking Cessation

- 5.1 Support for smoking cessation is provided free of charge and is available on Wednesday at Floriana, Mosta and Paola Health Centres. The service is also provided at Gozo General Hospital. Further information can be found on the Ministry for Health’s [website](#).
- 5.2 Contact personal GP, pharmacy, or hospital.

## 6 Relevant documents

- [Occupational Health and Safety Authority Act XXVII \(2000\)](#)
- [Smoking in Public Places Regulations](#)
- Health and Safety Plan
- [Health and Safety Policy for Course Participants](#)
- [Health and Safety Policy for Employees, Persons on a Contract for Service & Visitors](#)
- [Health and Safety Manual](#)
- [First Aid Policy](#)
- [Accident Report Procedure](#)

## 7 Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	18/02/2019	Initial Release
QA Dept.	1.1	03/05/2024	Updated links
QA Dept.	1.2	25/01/2025	Updated in line with re-branding guidelines