

## 17. Smoking Cessation Policy (Sample)

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Policy: **Smoking Cessation**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** To optimize the health of (company name) employees and their spouse/partner by supporting non-smoking behaviour and smoking cessation.

**POLICY:**

Recognizing the importance of individuals being supported in their efforts to quit smoking, this policy extends to the spouses or partners of (company name) employees.

(Company name) will support employees and/or their spouse or partner in efforts to quit smoking by contributing \$200 to each one who quits for one year (i.e. maximum \$400 per couple that includes at least one employee of (company name)).

**SCOPE:** All (company name) employees and their spouse/partners who smoke

**PROCEDURE:**

- The employee who intends to quit smoking chooses a non-smoking, cessation buddy from within the employee pool at (company name) and the buddy consents to, serve as the buddy and to provide written proof of the employees smoking cessation efforts.
- The employee (and spouse/partner if applicable) will notify the manager of his/her/their, intention to quit smoking, the method chosen for cessation, (a self help program, pharmacological aids etc). and the date they will actually quit smoking, who their non-smoking, cessation buddy from (company name) will be
- The employee and spouse/partner (if applicable) must provide a signed declaration from their smoking cessation buddy naming them as the "witness to the fact" that the employee has not smoked for 12 months
- An employee and their spouse/partner who has not smoked for 12 months after their quit date, can then submit the declaration form to the manager and then they will receive a cheque in the amount of \$200 (or \$400 per couple)

Employees and their spouse/partner are only eligible to participate **once** in this smoking cessation incentive program.

Insert Policy Number here

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