Smoking Cessation - Sample Policy

Sample Workplace Policy Template

Disclaimer: This is a sample policy and can be adapted for your workplace needs. Suggestions are given about what to include. However, items can be added or removed to suit your workplace.

Policy: Smoking Cessation
Policy #
Approved by:
Effective:
Revised:

PURPOSE: [Company name] supports efforts made by its employees to be healthy. [Company name] recognizes that quitting smoking is a process that requires support, and wishes to provide support to employees who are trying to quit.

POLICY STATEMENT: “Smoking” is defined as the inhaling, exhaling, burning or carrying of any lighted cigar, cigarette, pipe or other lighted smoking equipment. For the purpose of this policy, the definition of smoking may also include use of smokeless tobacco products such as chewing tobacco.

[Company name] will support employees who are trying to quit smoking by offering the following:

- On-site smoking cessation support groups offered for groups of 5 or more employees
- Flexible working hours for employees who attend off-site smoking cessation counseling or groups
- One-time cost sharing of 10 weeks’ worth of nicotine replacement therapy (e.g., nicotine patch or gum)

SCOPE: This policy applies to all [Company name] employees. Each employee may receive cost-sharing for nicotine replacement therapy only once.

PROCEDURE:
- This policy will take effect beginning [date]. [Company name] will notify all current and future employees of this policy.
- On-site smoking cessation services will take place during employee lunch breaks.
- Flexible working hours for employees who attend off-site smoking cessation counselling or groups will be granted at supervisor/manager’s discretion. Employees taking advantage of flexible working hours for smoking cessation services must provide evidence of attendance at counselling or groups.
- Purchase of nicotine patches and/or gum is the responsibility of the employee. Employees must submit itemized receipts and will be reimbursed half of the total amount.
CONTRAVENTIONS: Non-compliance of this policy will be brought to the attention of the appropriate supervisor or manager for further action.