*** KICK IT: A Guide to Smoking Cessation in the Workplace***

**Sample Group Guidelines/Contract**

* **For the facilitator:** A group needs guidelines so that members will know what to expect, will feel safe, and can look forward to coming. Guidelines also help build trust. A group that sets its own guidelines is more likely to respect them. Use this as a guide for your group and write out your final contract on a big poster board.
* Have a break in the middle of each session
* Start on time so we finish on time
* Don’t brag or nag if you quit smoking before someone else
* Keep all information confidential. What happens in the group stays in the group
* Support everyone wherever they are in their journey toward quitting smoking
* Wait until the person before you is finished speaking before you begin speaking
* Don’t criticize or put people down
* Leave the room for a few minutes if you want to
* Call facilitator if you cannot make it and someone from the group will call you back to give you an update (determine that person now)
* “Pass” if you don’t feel like participating at a particular time
* Use “I” when we talk (ex. “I am afraid I will gain weight when I quit smoking”)
* Smoking takes place outside the building

Source: [www.cpha.ca](http://www.cpha.ca)