



2023 Non-Tobacco & Non-Marijuana User Incentive Policy

To encourage a healthier lifestyle, and reiterate our dedication to a federal definition of a drug-free workplace due to the safety-sensitive nature of our work, the Plan will offer an incentive to employees and their covered spouse if they meet the criteria to be considered a **non-tobacco AND non-marijuana user** and certify their status as such.

Eligibility:

To be eligible, a plan participant (employee or covered spouse) must be free from use of any tobacco and marijuana product, including but not limited to, cigarettes, chewing tobacco, and electronic cigarettes in order to qualify for this incentive.

The participant must have been free from use of any tobacco or marijuana product for six (6) months prior to the start of enrollment for the 2023 plan year. This means the participant cannot have used any tobacco or marijuana product on or after July 1, 2022.

Plan participants who wish to qualify for this incentive for the 2024 plan year will need to stop using any tobacco products on or before June 30, 2023.

Incentive:

The Company will reward qualifying participants with a reduction in their weekly premium of \$14.00 for an employee and \$14.00 for his/her qualifying spouse. An incentive of \$28.00 will be given to a qualifying employee participant who is enrolled in the family plan without a spouse listed on the plan.

Non-Tobacco and Non-Marijuana User Certification:

A new certification form must be completed timely each year. Failure to complete the appropriate certification will default status to user status. The certification should be completed regardless of plan enrollment to ensure proper status should mid-year enrollment changes occur.

A change in user status can only be made during the Open Enrollment Period and will take effect January 1 of the following plan year.

Falsification of either the employee or the spouse user status will be considered a violation of the Company's Employee Conduct Policy. If it is determined the employee has falsified this information, they will be required to forfeit the incentive and pay the higher premium rate. They will also have to pay back any premium reductions extended based on the false information. The employee will be subject to disciplinary action, up to and including termination.

Tobacco Cessation Programs

The Company is passionate about assisting employees in their effort to stop using tobacco products. To assist with this process, the Company provides several tobacco-cessation programs at no cost to the employee. If you are interested in learning more about these options, please contact Kyla or Amber in the Human Resources office.

If you are changing your user from User to Non-User, you must return the certification form before completing your on-line open enrollment. You will not have access to enroll in the non- user discount until HR has updated that status in the benefit system.