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| Title: Bike Friendly Workplace Policy | Date of Issue: **YYYY | MM | DD**[DATE OF ORIGINAL ISSUE]: **YYYY | MM | DD** |
| DEPARTMENT: [DEPARTMENT / SECTION] | Issued by: [AUTHOR / OWNER OF POLICY] |
| Approved By: [insert name and title] | REVIEW / REVISE DATE: **YYYY | MM | DD** |

**DISCLAIMER: PRINTED VERSIONS OF THIS DOCUMENT MAY BE OUT OF DATE. ALWAYS REFER TO THE COMPANY’S ON-LINE POLICIES AND PROCEDURES FOR THE MOST CURRENT VERSIONS OF DOCUMENTS IN EFFECT (IF YOUR ORGANIZATION HAS ON-LINE POLICIES AND PROCEDURES).**

# CHANGES TO PREVIOUS VERSION

[If you already have this policy in place, any changes to the existing policy should be noted in this highlighted section. A brief description of the revision is to be provided in point form. Otherwise, if there are no changes to the current policy, this section can be omitted].

# PREAMBLE

It is vital for individual and corporate wellbeing that employees be encouraged and supported to live a healthy lifestyle. This is why we at [Company Name] support a Bike Friendly Workplace. Cycling to work, and where practical for work, has many benefits including: promoting health; reducing greenhouse emissions; and, reducing pressure on parking. It is a low-impact physical activity that can easily be added into an individual’s daily routine. Promoting and supporting physical activity is a key component of a comprehensive health and wellbeing strategy. The leadership team at [Company Name] acknowledge that being a Bike-Friendly Workplace will benefit individual health as well as the organizational bottom line.

# PURPOSE AND SCOPE

[Company Name] believes in the importance of promoting healthy lifestyles for its employees. In addition to promoting cycling and providing cycling and cycling safety education, we provide secure bicycle parking, and incentives to encourage employees to cycle to (for) work. Physical activity such as cycling, improves health and healthy employees are focused, productive, and overall good for business. This policy applies to all employees of [Company Name].

# POLICY

It is the policy of [Company Name] to provide a Bike Friendly Workplace.

# ROLES AND RESPONSIBILITIES

It is the responsibility of [Company Name] to provide the resources to implement this policy, including: promotion (e.g., posters, e-mail), education (e.g., benefits, routes, safety), skill building (e.g., hand signals, basic bike maintenance), environmental supports (e.g., secure parking, change/shower area), and incentives to encourage cycling to and for work.

# PROCEDURE

To support this policy [Company Name] will:

* Provide a safe secure area for employees who cycle to work to store their bicycles, as well as equipment to make emergency repairs (e.g., tire pump and repair kit).
* Provide an appropriate area where employees who cycle to work can change, and ideally shower.
* Educate and inform employees of the policy and on the health benefits of physical activity, such as cycling.
* Provide access to information on safe cycling, such as road safety, helmet fitting, and safe routes/maps.
* Encourage employees to participate in cycling fundraising events such as the Canadian Mental Health Association’s – Ride Don’t Hide or the Multiple Sclerosis Society of Canada’s – Gear Up to End MS Bike Tour.
* Get recognized. Apply for the Gord Smith Bike Friendly Workplace Award and get your workplace the recognition it deserves.

# COMPLIANCE

Employees are not required to ride their bikes to or for work; however, they are encouraged to do so. All employees should encourage and support those employees who choose to cycle to or for work.

# RELATED DOCUMENTS

For more information on bike friendly workplace programs, please visit the Windsor-Essex County Health Unit [Workplace Wellness Website](https://www.wechu.org/professionals/workplace-health-programs).

[Your Company Name] comprehensive workplace wellness policy.