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| Title: Workplace Wellness 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**DISCLAIMER: PRINTED VERSIONS OF THIS DOCUMENT MAY BE OUT OF DATE.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

[Company Name] believes that it is important for its employees to be healthy and lead a healthy lifestyle, not only at the workplace, but at home too. They also believe that an employee’s health and wellbeing is not only influenced by, but influences, the health and wellbeing of the employee’s immediate family. Therefore, a quality Workplace Wellness Program should take a comprehensive approach in that it encourages and supports employees in having the awareness, knowledge, and skills to assist them in optimizing their physical and mental health and wellbeing. This is accomplished in an environment that provides the physical supports required as well as a social, emotional, and occupational environment that promotes and supports health for all. As a general rule, the individual’s immediate family should be included and/or be accounted for in all health and wellness initiatives.

The promotion of health and wellness in the workplace environment should:

* **Raise awareness** about important health issues by providing information on timely and relevant health topics and actions that can be taken to improve employee health.
* **Educate** and support employees in developing the necessary **knowledge** and **skills** to engage in healthy practices.
* Create an encouraging **work environment** that not only promotes, but supports employees in engaging in healthy practices.
* Develop, implement, and monitor **policies** to further encourage and support an environment and practices that promote the physical and mental well-being of all employees.

# PURPOSE AND SCOPE

The purpose of the policy is to create a workplace culture and environment that promotes and supports employees and their families to be as healthy as they can be. This policy outlines the roles and vision of a workplace wellness program. The Workplace Wellness program will be offered to all employees of [Company Name] and will, as a rule, include immediate family members.

# POLICY

It is the policy of [Company Name] to promote and support the health and wellness of all employees in the workplace, and by extension, their families. This will be accomplished with the support of all levels of employees of [Company Name], as well as through the work of the Workplace Wellness Committee.

# ROLES AND RESPONSIBILITIES

It is the responsibility of the senior leadership team, managers, supervisors, human resources, organized labour, and employees to promote and support the Workplace Wellness policy and the Workplace Wellness program.

# PROCEDURE

1. Create or maintain a Workplace Wellness Committee that includes membership from management, labour representatives, and employees. Ideally, committee members should be representative of the entire workplace and should be interested in promoting the health and wellbeing of all employees.
2. Conduct an assessment on an annual basis to identify key employee health issues, risk factors, and health promotion opportunities. The Committee will also review current wellness activities, environmental supports, and policies to see if changes are needed.
3. Create a planning process to develop a Workplace Wellness program that encompasses awareness raising, education, and skill building on key and timely health issues. The plan should include activities that contribute to ensuring the physical, social, and occupational workplace environment encourages and supports employees in making healthier choices. The plan should also include review, revision, and development of supportive policies. The planning process should include the development of a budget; setting goals and objectives; selecting priority interventions; identifying resource supports; promoting programs and activities; and measuring inputs, outputs and outcomes.
4. Convene Workplace Wellness Committee meetings monthly to discuss, plan, and monitor wellness program initiatives and activities.
5. Access support and resources through the Windsor-Essex County Health Unit’s Working Towards Wellness program.
6. Communicate the details of Workplace Wellness programs and activities to all staff throughout the organization in a timely fashion using staff meetings, internal communications, and promotional materials.
7. Monitor the Workplace Wellness program on an ongoing basis, to ensure its quality, effectiveness and relevance. The Wellness Program/services should be adjusted based on these findings.
8. Seek recognition for the [Company Name] Workplace Wellness Program by applying for the Gord Smith Healthy Workplace and Bike Friendly Workplace Awards. Access the application toolkit on the Health Unit’s website and submit an application by the deadline (usually at the end of the summer each year).

# COMPLIANCE

Employees of [Company Name] are not required to take part in the workplace wellness program activities but are strongly encouraged to participate. No disciplinary action will be taken if an employee opts out of the program.

# RELATED DOCUMENTS

For more information on workplace wellness, please visit the [Workplace Wellness Website](https://www.wechu.org/professionals/workplace-health-programs).