


POLICY

	Policy:	WORKPLACE WELLNESS PROGRAM		
	Department:	Corporate Services	By-Law No.:	2018-80
	Division:	Human Resources	Approval Date:	July 23, 2018
	Prepared For:	Manager of Human Resources	Revision Date:	N/A
	Replaces:	N/A		
	Attachment(s):	N/A		

1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to providing a workplace wellness program to all employees that encourages, supports, and offers health-related programs to assist them in achieving ownership of their physical, mental, and emotional wellbeing. The vision of the workplace wellness program is to improve the health and wellbeing of all employees of the Corporation.

2. PURPOSE

- 2.1. This policy outlines the importance of establishing a workplace wellness program that promotes a healthy environment and improves the overall general wellbeing of staff.
- 2.2. This policy defines the partnership between the Town and its employees to improve the health and wellbeing of all.
- 2.3. This policy ensures that the Corporation promotes strategies to encourage healthy practices in the workplace and explore opportunities to support wellness in a fiscally sustainable manner.

3. SCOPE

- 3.1. This policy applies to all employees. Employees are encouraged to participate in any or all programs that are made available to them. Participation in any corporate wellness activity is voluntary.
- 3.2. This policy shall be reviewed every 5 (five) years from the date it becomes effective, and/or sooner at the discretion of the Manager of Human Resources.

4. DEFINITIONS

Common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage or the Town (T:) drive.

5. INTERPRETATIONS

Any reference in this Policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to

time. Any references to a By-law or Town policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

6. GENERAL CONDITIONS:

6.1. Benefits of a Workplace Wellness Program

- 6.1.1. A healthy workplace culture can build and sustain a high morale among employees.
- 6.1.2. Maintaining a positive work environment can increase work productivity and feelings of accomplishments.
- 6.1.3. Healthier workplace habits can lead to less stress and improved work-life balance.
- 6.1.4. An educational focus on wellness can increase awareness of health issues and influence personal choices.
- 6.1.5. Engaging staff in healthy group activities can build community and create a sense of belonging.
- 6.1.6. Increased healthy habits on the job and at home can lead to lower health risks.
- 6.1.7. An effective wellness program can decrease absenteeism over time.
- 6.1.8. A well-established wellness program can influence employee recruitment and retention.
- 6.1.9. Healthy day to day practices can lead to an increase in creativity, problem solving skills and competency.
- 6.1.10. A Workplace Wellness program lets employees know that they are valued and appreciated.

6.2. Roles and Responsibilities

The Workplace Wellness Committee consists of a group of volunteers who are interested in and committed to enhancing the health and wellbeing of employees. Membership consists of members of management, human resources, and other departments.

6.2.1. Wellness Committee Responsibilities:

- 6.2.1.1. Assess employee wellness needs by actively seeking input from employees and managers;
- 6.2.1.2. Develop and implement wellness initiatives to address the needs of employees;
- 6.2.1.3. Provide information about the wellness initiatives so employees can decide if they want to participate;
- 6.2.1.4. Evaluate the success of the wellness program by surveying employees;
- 6.2.1.5. Promote and/or participate in wellness initiatives.

6.2.2. Management Responsibilities:

- 6.2.2.1. Keep employees up-to-date on wellness activities and programs through regular communication;
- 6.2.2.2. Support and encourage employee involvement in wellness programs;
- 6.2.2.3. Offer training to employees who want to become involved in the development of wellness initiatives or programs;
- 6.2.2.4. Contribute ideas, opinions and expertise to the work of the wellness committee;

- 6.2.2.5. Participate in the programs and activities provided through the wellness program and provide healthy food options at meetings, training sessions and other events associated with the Town of Amherstburg;
- 6.2.2.6. Be alert and aware of changes in behaviour or performance that may indicate a health issue.

6.2.3. *Human Resources Responsibilities:*

- 6.2.3.1. Review and revise human resources policies that impact employee health and wellbeing to ensure they are consistent with the corporate wellness policies.

7. RESPONSIBILITIES

- 7.1. The **Manager of Human Resources** has the authority and responsibility to:
 - 7.1.1. Administer the Workplace Wellness Program.
 - 7.1.2. Oversee the Workplace Wellness Committee
- 7.2. **Employees** have the authority and responsibility to:
 - 7.2.1. Support the goals and objectives of the Workplace Wellness Program.
 - 7.2.2. Participate in wellness activities on a volunteer basis.
 - 7.2.3. Tell a supervisor when experiencing a work related crisis or concern.

8. REFERENCES AND RELATED DOCUMENTS

- 8.1. [Health Promotion Canada](#)
- 8.2. [Ontario Programs for Health Promotion and Disease Prevention](#)
- 8.3. [Windsor-Essex County Health Unit](#)
- 8.4. [Workplace Violence, Harassment and Discrimination Prevention Program Policy](#)
- 8.5. [Meet Smart Healthy Meetings Policy](#)