


POLICY

	Policy:	Workplace Wellness Program Policy		
	Department:	Corporate Services		
	Division:	Human Resources	By-Law No.:	N/A
	Administered By:	Manager of Human Resources	Approval Date:	Dec. 11, 2023
	Replaces:	Workplace Wellness Program – July 23, 2018 Meet Smart – March 22, 2013 (rescind)		
	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 initiatives and resources 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 through a holistic approach that offers opportunities for movement and physical activity, nutritious food and beverage options, and engaging events designed to foster a culture of wellness and vitality.

2. PURPOSE

- 2.1. This policy outlines the importance of establishing a Workplace Wellness Program that promotes a healthy environment and improves overall wellbeing of staff.
- 2.2. This policy defines the partnership and commitment between the Town and its employees to work towards improved health and wellbeing.
- 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 and utilize resources made available to them. Participation in any corporate wellness activity is voluntary.
- 3.2. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO or designate.

4. DEFINITIONS

Common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

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, engagement and a sense of accomplishment.
- 6.1.3. Healthier workplace habits can aid in managing stress and improved work-life balance.
- 6.1.4. An educational focus on wellness can increase awareness of health issues and influence personal choices positively affecting individual employees and the corporation overall.
- 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. Workplace Wellness Committee

- 6.2.1. The Town shall establish a Committee comprised of staff representatives from various departments/divisions who are interested in and committed to enhancing the health and wellbeing of employees.
- 6.2.2. The committee shall be coordinated through the CAO, Human Resources division.

6.3. Workplace Meetings Guidelines

- 6.3.1. The Town of Amherstburg will endeavor to provide nutritious options, where snacks or meals are provided to support employee wellness and to exemplify good

public health practices. Where food is provided, dietary restrictions or allergies will be accommodated upon request. The following options may be considered:

- 6.3.1.1. Requesting locally grown and/or sustainable food options;
- 6.3.1.2. Promotion of whole grains and lean protein-rich foods (i.e. offering meat alternatives, lean or extra-lean cuts of meat or processed meats);
- 6.3.1.3. Promotion of nutritious beverage choices (i.e. water and decaffeinated beverages, lower-fat or alternative dairy options);
- 6.3.1.4. Offering foods that accommodate food restrictions and dietary needs (i.e. vegan and/or vegetarian options);
- 6.3.1.5. Labelling of foods for common allergens when participants allergies are not known (i.e. nuts, fish, soy, egg); and
- 6.3.1.6. Choosing minimally packaged food and beverages.

7. RESPONSIBILITIES

7.1. **Council** has the authority and responsibility to:

7.1.1. Adopt the Workplace Wellness Program policy.

7.1.2. Ensure adequate resources are dedicated to support the Workplace Wellness Program.

7.2. The **CAO** has the authority and responsibility to:

7.2.1. Ensure compliance with the Workplace Wellness Program policy.

7.3. The **Directors and Managers** have the authority and responsibility to:

7.3.1. Ensure appropriate departmental oversight to administer and comply with the policy;

7.3.2. Ensure policy is followed and where clarification is required, provide to ensure policy compliance;

7.3.3. Keep employees up-to-date on wellness activities and programs through regular communication;

7.3.4. Support and encourage employee involvement in wellness programs;

7.3.5. Support training to employees involved in the development of wellness initiatives or programs and;

7.3.6. Contribute ideas, opinions and expertise to the work of the wellness committee.

- 7.4. The **Manager of Human Resources** has the authority and responsibility to:
 - 7.4.1. Administer the Workplace Wellness Program; and
 - 7.4.2. Oversee the Workplace Wellness Committee.
- 7.5. The **Workplace Wellness Committee** has the authority and responsibility to:
 - 7.5.1. Measure overall employee wellness needs by actively seeking input from employees and management;
 - 7.5.2. Make recommendations regarding the development and implementation of wellness initiatives to address the needs of employees;
 - 7.5.3. Develop, implement, and promote and/or participate in approved initiatives and activities;
 - 7.5.4. Provide information about the wellness initiatives to encourage employee participation;
 - 7.5.5. Evaluate the success of the wellness program by surveying employees.
- 7.6. **Staff** have the responsibility to:
 - 7.6.1. Ensure their understanding and compliance with the policy and seek clarification where needed to follow the policy expectations;
 - 7.6.2. Participate in wellness initiatives and activities that are of interest and relevance to them; and
 - 7.6.3. Report workplace wellness concerns to their Supervisor/Manager.