



## University Students' Council of the University of Western Ontario **WORKPLACE WELLNESS POLICY**

**EFFECTIVE:** 30<sup>th</sup> October 2012

**SUPERSEDES:** 16 November 2010

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**AUTHORITY:** General Manager

**RATIFIED BY:** Executive Council  
30<sup>th</sup> OCTOBER 2012

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**RELATED DOCUMENTS:**

- Human Resources Directive

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### **PURPOSE:**

This Policy is created under the Human Resources Directive of Council, and reflects the USC's commitment to a safe, positive, and healthy workplace. The USC encourages, supports, and offers health-related programs that will assist employees in achieving ownership for their physical, mental, and emotional well-being, resulting in improving the overall health and well-being for all employees of the University Students' Council's. Development of a partnership between the USC and its employees will improve the health and well being of all staff. A healthy workplace leads to improved satisfaction and morale, which contribute to a more effective organization.

### **SCOPE**

1.01 This Policy applies to all full-time USC employees.

### **WORKPLACE WELLNESS PROGRAM MANDATE**

2.01 The USC recognizes that the ability of an organization to achieve its objectives is dependent upon the well-being of all employees.

2.02 The USC acknowledges that the key elements of a healthy workplace include the physical environment, health practices, social environment and personal resources. It is also recognized that these broad-based factors are interdependent and must be considered as parts of a holistic approach to a healthy workplace and employee well-being.

2.03 The USC will provide a healthy workplace by:

- (1) Providing the funding and support for a healthy workplace to the Human Resources Department and Wellness Team;
- (2) Providing a healthy and safe physical work environment;
- (3) Facilitating employees' own efforts to make improvements in their health practices;
- (4) Providing a social environment supportive of employee well-being;



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- (5) Developing the personal resources (knowledge, skill and ability) of employees to help them cope & deal with the social and work aspects of their lives;
- (6) Reducing or eliminating unnecessary stress caused by the work environment;
- (7) Enhancing employees' sense of influence over their work and their lives.

### 2.04 **OBJECTIVES**

- (1) The development of a healthy workplace environment will convey corporate values and support for employee health.
- (2) Development of a partnership between the USC and its employees that will improve the health and well being of all staff.
- (3) A healthy workplace leads to improved satisfaction and morale, which contribute to a more effective organization.
- (4) The objective of this program is to:
  - i. Improve understanding of workplace issues that impact the health and well-being of USC staff;
  - ii. Provide a work environment that will support employee health and well-being;
  - iii. Build the knowledge, skill and ability of staff to take control over their well-being by helping individuals become actively involved in improving their personal health.

### **ROLES AND RESPONSIBILITIES**

3.01 **Workplace Wellness Team:** The Wellness Team consists of a group of volunteers who are interested in and committed to enhancing the health and well-being of employees. Membership is drawn from management, Human Resources, and from other departments. The Wellness Team Will:

- (1) Assess employee wellness needs by actively seeking input from employees and managers;
- (2) Develop and implement wellness initiatives to address the needs of our staff;



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- (3) Provide information that employees can use to decide on participation in health promotion programming;
- (4) Encourage and actively seek input from employees and managers in regards to wellness needs; and,
- (5) Familiarize employees with the idea that there are several inter-connected avenues to achieve health and wellness and that the USC will undertake activities in many of these areas in order to enhance employee well-being.

**3.02 Management Responsibilities:**

- (1) Keep employees up-to-date on Healthy Workplace activities and programs, through regular communication;
- (2) Support and encourage employee involvement in the Wellness Program (i.e. create a healthy work environment, Wellness teams, etc.) as a component of employee involvement in professional development;
- (3) Offer training and coaching to employees who want to become involved in the program for developmental reasons;
- (4) Contribute ideas, opinions and expertise to the work of the Wellness Committee; and,
- (5) Participate in the programs, activities and resources provided through the Wellness Program and provide healthy food options for meetings, training and other Staff events associated with the USC.

**3.03 Human Resources Responsibilities:**

- (1) Administer the workplace wellness budget, workplace wellness program and workplace wellness team
- (2) Review and revise human resources policies that impact employee health to ensure that they support and are consistent with the USC's Workplace Wellness Policy and in consultation with the wellness team and management develop human resource policies that will provide an environment which supports employee well-being on an annual basis.



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### **COMMUNICATION, TRAINING AND IMPLEMENTATION**

- 4.01 A healthy workplace requires companywide participation. Employee participation can include developing, implementing and reviewing health actions and policies, involvement in planning lifestyle health promotion programs at work, identifying problems, devising solutions and then implementing and evaluating these solutions. Employees are encouraged to participate in any or all programs that are made available to them.
- 4.02 On a yearly basis, USC employees will be surveyed to determine which wellness initiatives are important to them. These results will be compiled and analyzed by the Workplace Wellness Team to develop sessions and initiatives for the coming year. Monthly Workplace Wellness Initiatives will take place during work hours, over lunch breaks and after work hours to provide flexibility for all employees. Details regarding Workplace Wellness sessions will be communicated through email as well as the monthly USC newsletter.

### **EVALUATION**

- 5.01 The Workplace Wellness Policy will be evaluated through use of data and trends indicating outcomes. A GAP analysis will be conducted on an annual basis to determine if employee workplace wellness needs are being met.