

**The Town of Berwick is committed to providing a healthy and safe work environment for its employees.**

**1. TITLE:**

1.1. This policy may be referred to as the “Workplace Wellness Policy”.

**2. PURPOSE:**

2.1. A healthy workplace leads to improved satisfaction, employee morale, and a more effective workplace. The purpose of this policy is to encourage, support and offer health related programs that will assist employees and elected officials in improving their own physical, mental and emotional wellbeing.

**3. OBJECTIVE:**

3.1. The objectives of this policy are to:

- Improve understanding of workplace issues that impact the health and wellbeing of municipal employees and elected officials;
- Provide a work environment that will foster employee health and wellbeing;
- Build the knowledge, skills and ability of employees to take ownership of their wellbeing by helping individuals become actively involved in improving their personal health.

**4. INTERPRETATION:**

4.1. In this policy:

- Physical Environment (work place) refers to health, comfort and safety factors of a workplace such as noise levels, toxic substances, air quality, light levels, equipment and design of work space.
- Health Practices refers to individual lifestyle practices that affect health such as physical activity, eating habits, sleeping habits, as well as smoking, alcohol and drug/substance use.
- Social Environment refers to psychosocial factors of a workplace that affect health and employee stress levels such as a respectful work environment, reasonableness of deadlines, organization and design of work, opportunities to influence how tasks are done, adequacy of training and development and the interplay of home and work responsibilities.
- Personal Resources refers to the means by which individuals cope with stress, the sense of control they have over their work and health and the perception there is support available during times of illness, distress or unhappiness.
- Senior Management refers to the Chief Administrative Officer and the Directors of each department.

## **5. POLICY GUIDELINES:**

**5.1.** The policy applies to all full time employees and elected officials of the Town of Berwick.

**5.2.** The Town of Berwick recognizes that its ability to achieve its goals and objectives is dependent upon the wellbeing of employees and elected officials.

**5.3.** The Town of Berwick 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 wellbeing.

**5.4.** To facilitate this policy the Town will:

- provide a healthy and safe physical work environment;
- support flexible work arrangements as operations allow;
- administer program funds and provide support for a healthy workplace;
- facilitate an employee's efforts to make improvements in their health practices;
- organize wellness education sessions relating to mental, physical and emotional wellness;
- improve employee access to healthy snack options in the work place by providing healthy food options during events, meetings, etc.;
- support access to the Employee & Family Assistance Program (EFAP) which provides confidential help for a wide range of concerns at no cost or minimal costs to the employee;
- encourage friendly fitness and wellness competitions; and
- develop resources for employees to help them cope with the social and professional aspects of their lives.

**5.5.** Full-time municipal employees and elected officials are eligible to receive a financial incentive of up to \$200.00 per year towards a membership or program that is intended to improve the employee's wellness. Eligible expenses/programs include but are not limited to:

- fitness centre membership;
- structured exercise classes;
- healthy eating programs;
- tobacco cessation programs;
- team or individual sport registration;
- fitness equipment; and
- any other reasonable wellness expenses that are not listed which will be taken to Senior Management for review.

**5.6.** Receipt of payment and completion of application form is required for reimbursement.

**5.7.** Participation in the program is voluntary.

**6. ROLES AND RESPONSIBILITIES:**

**6.1.** The following outlines the roles and responsibilities of staff with regard to the Workplace Wellness Policy.

**6.2.** The Workplace Wellness Committee at the Town of Berwick will consist of the Senior Management team and one employee volunteer from each of Public Works, Berwick Electric Commission and the Town Hall. The Workplace Wellness Committee will:

- Assess employee wellness needs by actively seeking input from employees and Council;
- Develop and implement wellness initiatives to address the needs of employees and Council;
- Provide information that can support decisions to participate in health promotion programming;
- Administer the workplace wellness budget;
- Meet on a quarterly basis.

**6.3.** Senior Management Team responsibilities:

- Keep employees up to date on healthy workplace activities and programs;
- Support and encourage employee involvement in the wellness program as a component of professional development;
- Contribute ideas, opinions and expertise to the work of the Workplace Wellness Committee;
- Participate in the program, activities, and resources provided through the wellness program and provide healthy food options for meetings, training and other events associated with the Town.
- Review and revise human resource policies that impact employees' health to ensure that they support and are consistent with the Workplace Wellness Policy.

**7. COMMUNICATION, TRAINING AND IMPLEMENTATION:**

**7.1.** A healthy workplace policy requires organization-wide 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 and that help them meet their individual and collective wellness needs.
- On an annual basis, employees and Council will be surveyed to determine which wellness initiatives are important to them. These results will be compiled and analyzed by the Workplace Wellness Committee to recommend sessions and initiatives for the coming year.
- Any workplace wellness initiatives will be communicated through email and departmental promotion.

**8. EVALUATION:**

**8.1.** The workplace wellness policy will be evaluated through use of data and trends indicating outcomes. A program review will be conducted on an annual basis by the Workplace Wellness Committee and a report provided to the Senior Management Team and Municipal Council.