

# Town of Truro – Policy & Procedure Manual

**Subject:** Workplace Health & Wellness Policy  
**Policy Number:** P100-026  
**Approval Date:** December 4, 2017  
**Departments:** All Departments

## **TITLE**

1. This policy may be referred to as the “Workplace Health and Wellness Policy”.

## **PURPOSE**

2. The purpose of this policy is to encourage, support and offer health related programs that will assist employees and elected officials in achieving ownership for their physical, mental and emotional wellbeing, resulting in improving the overall health and wellbeing for all employees. A healthy workplace leads to improved satisfaction and moral, which contributes to a more effective workplace.

## **INTERPRETATION**

3. In this policy:
  - (1) Physical Environment (workplace) 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.
  - (2) 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.
  - (3) Social Environment refers to psychosocial factors of a workplace that affect health and employee stress levels such as 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.
  - (4) Personal Resources refer 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.

## **POLICY GUIDELINES**

4. The following are suggested guidelines:
  - (1) The policy applies to all permanent Town of Truro employees as well as elected officials.

- (2) The Town of Truro recognizes that the ability of the Town to achieve its objectives is dependent upon the wellbeing of all employees.
- (3) The Town of Truro acknowledges that the key elements of a healthy workplace includes 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.
- (4) To facilitate this policy, the Town of Truro will:
  - (a) provide a healthy and safe physical work environment;
  - (b) administer program funds and provide support for a healthy workplace to the workplace wellness team;
  - (c) facilitate an employee's efforts to make improvements in their health practices;
  - (d) organize wellness education sessions relating to mental, physical and emotional wellness;
  - (e) improve employee access to healthy snack options in the work place by providing healthy food options during events, meetings, etc.;
  - (f) provide access to the Employee Assistance Program (EAP) which provides confidential help for a wide range of concerns at no cost or minimal costs to the employee;
  - (g) encourage friendly fitness and wellness competitions; and
  - (h) develop resources for employees to help them cope with the social and professional aspects of their lives.
- (5) Full time employees are eligible to receive a financial incentive of 50% of the total cost (up to \$300.00 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:
  - i. fitness centre membership
  - ii. structured exercise classes;
  - iii. healthy eating programs;
  - iv. tobacco cessation programs;
  - v. team or individual sport registration;
  - vi. other expenses that are not listed which will be taken to the Wellness Committee for review.
  - (a) Receipts are required for reimbursement and must be submitted no later than November 30<sup>th</sup> to the Finance Manager to be considered for reimbursement. Employees will receive a one-time lump sum reimbursement following submission.
  - (b) Participation in the program is voluntary.

## **POLICY OBJECTIVES**

5. The objectives of this program is to:

- (1) Improve understanding of workplace issues that impact the health and wellbeing of Truro employees;
- (2) Provide a work environment that will support employee health and wellbeing;
- (3) Build the knowledge, skills and ability of employees to take control over their wellbeing by helping individuals become actively involved in improving their personal health.

## **ROLES AND RESPONSIBILITIES**

6. The following outlines the roles and responsibilities of staff with regard to the Workplace Health and Wellness Policy:
  - (1) Workplace Wellness Team: the Wellness Team consists of a group of volunteers who are interested in and committed to enhancing the health and wellbeing of employees. The Wellness Team will:
    - (a) assess employee wellness needs by actively seeking input from employees and managers;
    - (b) develop and implement wellness initiatives to address the needs of employees;
    - (c) provide information that employees can use to decide on participation in health promotion programming;
    - (d) encourage and actively seek input from employees and managers in regards to wellness needs;
  - (2) Management Responsibilities:
    - (a) keep employees up to date on healthy workplace activities and programs;
    - (b) support and encourage employee involvement in the wellness program as a component of employee involvement in professional development;
    - (c) offer training to employees who want to become involved in the program for development reasons;
    - (d) contribute ideas, opinions and expertise to the work of the Wellness Committee;
    - (e) 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 municipality.
  - (3) Human Resource Responsibilities:
    - (a) work with the Active Community Coordinator to administer the workplace wellness budget;
    - (b) review and revise human resource policies that impact employees' health to ensure that they support and are consistent with the Workplace Health and Wellness Policy.

## **COMMUNICATION, TRAINING AND IMPLEMENTATION**

7. A healthy workplace policy requires department wide participation. Employee participation can include developing, implementing and reviewing health actions and policies, involvement in planning lifestyle health promotion programs at work, identifying programs, devising solutions and then implementing and evaluating those solutions.
  - (a) employees are encouraged to participate in any or all programs that are made available to them.
  - (b) on a yearly basis, the Town of Truro employees will be surveyed to determine which 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.
  - (c) any workplace wellness initiatives will be communicated through email and notices posted at workshops.

## **EVALUATION**

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