



BENCHMARK #6: CULTIVATE SUPPORTIVE HEALTH PROMOTING ENVIRONMENTS, POLICIES AND PRACTICES

Example of a Workplace Wellness Policy

Goals

YOUR COMPANY WILL:

- » Build and maintain a workplace environment and culture that supports employee health and wellness.
- » Ensure that employees can actively participate in a variety of workplace wellness initiatives that support health and wellness.
- » Cues and education will be provided to increase employee knowledge and awareness of health and wellness issues and behaviors to include in a healthy lifestyle.

Objectives

YOUR COMPANY WILL:

- » Take steps to ensure that work arrangements, where possible, encourage health and wellness.
- » Provide options at the worksite to encourage employees to be optimally physically active.
- » Provide healthy food options at the workplace including safe food storage and preparation.
- » Support workers pursuing smoking/tobacco cessation and promote a smoke/tobacco free workplace.
- » Provide mental health resources, services and management training to ensure a stigma-free workplace.

Scope

Indicate here who this policy applies to (i.e. all employees at our company)

Responsibility

EMPLOYEES ARE ENCOURAGED TO:

- » Seek clarification from management/leadership where required in understanding the wellness policy.
- » Support co-workers in their awareness of the wellness policy.
- » Create awareness of the wellness policy across the business/organization.
- » Provide visible and active support for the wellness policy.
- » Contribute and support your company in providing a safe, health and supportive environment for all employees.
- » Provide oversight of the wellness policy implementation and regularly review of the wellness policy.
- » Management/Leadership have a responsibility to:

Communication

THE COMPANY WILL ENSURE THAT:

- » All new employees receive the wellness policy during their orientation.
- » The wellness policy will be available to all employees, at all times.
- » Employees are encouraged to provide feedback on the wellness policy, and contribute to the formation of wellness initiatives at the workplace.
- » Nudges will be provided to employees when a particular activity aligns or could align with the wellness policy.
- » Notification will be provided to all employees when the policy changes.

Review

The company will review the wellness policy twelve months after the implementation and then annually with feedback from employees, the health and wellness committee (if applicable), management and leadership. Areas of assessment will include the identification of successful objective achievement and to identify what works and what doesn't to evolve the wellness policy over time.

Complete the policy with your assignment of signatures for oversight as well as indicating the date of the next policy review.

*It is important to seek appropriate legal advice for your state/country.

* Items included in this sample policy template were created after reviewing Workplace Health and Safety Queensland's Healthy Workers Initiative as part of the State Government's Healthier, Happier, Workplaces. Accessed 11/17/2017.