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| MUNICIPALITY OF THE DISTRICT OF ARGYLE<br><b>POLICY AND ADMINISTRATION MANUAL</b> | REFERENCE NUMBER _____               |
| SECTION<br><b>ADMINISTRATION</b>  | SUBJECT<br><b>WORKPLACE WELLNESS</b> |

## **1. APPLICATION**

- 1.1. This policy applies to all full time, salaried, non-hourly paid, permanent employees of the Municipality.

## **2. PURPOSE**

- 2.1. The Municipality of the District of Argyle encourages, supports and offers health related programs that will assist employees in achieving ownership for their physical, mental and emotional wellbeing, resulting in improving the overall health and well-being for all employees of the Municipality of Argyle.

## **3. POLICY STATEMENT**

- 3.1. The Municipality of Argyle recognizes that the way to achieve its objectives and goals is dependent upon the well-being of all employees.
- 3.2. The Municipality of Argyle identifies that the key elements of a healthy workplace include the physical environment, physical activity and healthy eating.
- 3.3. The Municipality of Argyle will provide a healthy workplace by:
- a) Creating a Workplace Wellness Committee
  - b) Having a Wellness Leader
  - c) Creating a Workplace Wellness Program

## **4. ADMINISTRATION**

- 4.1. The Workplace Wellness Committee will guide and assist employees in the development of a comprehensive Workplace Wellness Program for the employees of the Municipality of Argyle. The Wellness Committee will be guided by the Wellness Leader.

## **5. POLICY GUIDELINES**

### **5.1. Creating a Workplace Wellness Program**

- a) The Workplace Wellness program should contain Specific, Measurable, Achievable, Realistic and Timebound objective and goals.
- b) The Workplace Wellness program should be re-evaluated on a regular basis.
- c) The Workplace Wellness Program should have a plan for routinely monitoring the quality of wellness programs provided.

### **5.2. Supporting Employee Participation in Wellness Activities**

- a) The program may provide employees with incentives for participating in wellness

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activities.

- b) Develop a program to allow re-imbursement for physical activity opportunities for employees of the Municipality of Argyle.

### 5.3. Increase Employees Levels of Physical Activity in the workplace

- a) The Wellness Committee should designate a space for wellness activities, including exercise that is permissible and encouraged.
- b) Allocate extended lunch period (up to 30 minutes added) to allow for adequate time for physical activity, provided that it does not impede other staff in the delivery of municipal services. The approval of extended lunch period shall be approved by the department head and the CAO, with the Municipal Clerk that may act in the capacity of either.

### 5.4. Improving Access to Healthier Food in the Workplace

- a) Wellness committee is encouraged to make available healthy snacks/foods at events, meetings and at the administrative office for employees.

### 5.5. Reducing and Managing Stress in the Workplace

- a) The wellness program should ensure employees are receiving time for lunch and for appropriate breaks from work.
- b) Stress reduction and management training should be provided to staff to improve their skills and stress in the work.

### 5.6. Supporting Tobacco Cessation

- a) Ensure employees are abiding to the laws of tobacco usage in public buildings.
- b) Promote cessation resources and offering cessation programs.

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Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members  
Of Intent to Consider [7 days minimum]: July 2, 2021

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

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Warden

\_\_\_\_\_

Date

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Chief Administrative Officer

\_\_\_\_\_

Date