



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Wellness Policy

1. Purpose

The Municipality of the District of West Hants is committed to providing a healthy workplace environment that supports and encourages employee well-being.

A healthy workplace leads to improved satisfaction, employee morale and 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 well-being.

2. Objective

The objectives of this Policy are to:

1. improve understanding of workplace issues that impact the health and well-being of municipal staff and elected officials;
2. provide a work environment that will support employee health and well-being;
3. encourage 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.

3. Definitions

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.

Municipality means the Municipality of the District of West Hants.

Personal Resources refers to how 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.

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.

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.

Well-being means the state of being comfortable, healthy or happy.

Wellness means a conscious, self-directed and evolving process of achieving full potential in life's major domains – emotional, intellectual, physical, occupational, spiritual and social. It is



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an on-going process by which individuals become aware of and make choices that will lead to or sustain a high quality of life.

4. Policy Guidelines

4.1 This Policy applies to all employees of the Municipality.

4.2 The Municipality recognizes that its' ability to achieve its' goals and objectives is dependent upon the well-being of employees.

4.3 This Policy 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.

4.4 To facilitate this Policy the Municipality will:

1. provide a healthy and safe physical work environment;
2. administer program funds and provide support for a healthy workplace to the wellness team;
3. encourage an employee's efforts to make improvements in their health practices;
4. organize wellness education sessions relating to mental, physical and emotional wellness;
5. improve employee access to healthy snack options in the workplace by providing healthy food options during events, meetings, etc.;
6. provide access to the Employee Assistance Program which provides confidential help for a wide range of concerns at no cost or minimal costs to the employee;
7. encourage friendly fitness and wellness competitions; and
8. develop resources for employees to help them cope with the social and professional aspects of their lives.

5. Roles and Responsibilities

The following outlines the roles and responsibilities of employees regarding the Wellness Policy:

5.1 The Wellness Committee is an Administrative Committee consisting of a group of employee volunteers interested in and committed to enhancing the health and well-being of employees of the Municipality.

The Committee will:

1. assess employee wellness needs by actively seeking input from employees, managers and other committees;
2. develop and implement wellness initiatives to address the needs of employees;
3. provide information that can support decisions to participate in health promotion programming;

4. administer the Wellness Committee budget;
5. review and make suggestions of revisions to the human resource policies which impact employees' health in order to ensure that they support and are consistent with the Wellness Policy.

5.2 Managers, in their leadership role at the Municipality, need to be aware of the impact they have and the role they play in encouraging employee engagement.

Managers will:

1. keep employees up to date on healthy workplace activities and programs;
2. support and encourage employee involvement in wellness programs as a component of employee involvement in professional development;
3. contribute ideas, opinions and expertise to the work of the Wellness Committee;
4. promote a social environment supportive of employee well-being;
5. participate in the programs, activities, and resources provided through the Wellness Committee;
6. support and model healthy workplace practices.

5.3 Employees are responsible for recognizing and accepting personal responsibility for their mental, social and physical health and well-being.

6. Communication, Training and Implementation

A Wellness 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 and devising , implementing and evaluating solutions.

6.1 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.

6.2 On an annual basis, employees will be surveyed to determine which wellness initiatives are important to them. The results will be compiled and help the Wellness Committee to develop sessions and initiatives for the coming year.

6.3 All workplace wellness initiatives will be communicated through SharePoint, posters, departmental promotion and/or email.

7. Related Policies, Procedures and Legislation

- ADHR-004.00 Human Resource Manual

I, Rhonda Brown, Municipal Clerk of the Municipality of the District of West Hants, the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy



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as adopted by the Council of the Municipality of the District of West Hants at a meeting duly called and held on the 9th day of December, 2014.

R. N. Brown
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	November 25, 2014
<i>Approval:</i>	December 9, 2014
Description: Initial approval of the Wellness Policy, identified as ADMIN-01-001	
<i>1st Amendment</i>	
<i>Notice to Council:</i>	September 25, 2018
<i>Approval:</i>	October 9, 2018
Description: Policy was reformatted and organized for clearer understanding and defining of roles. The Policy a new identification number of COOH-002.00.	