

1. Purpose

The purpose of this policy is to encourage, support and offer health related programs that will assist employees in improving their own physical, mental and emotional wellbeing.

2. Definitions

- a) "Town" means the municipality of the Town of Mahone Bay
- b) "Employee" means any permanent member of staff
- c) "Supportive Workplace Committee" means the committee responsible for developing policies and programs for the benefit of Town employees

3. Objectives

The objective of this policy is to guide the provision of programs and incentives to support employee wellness both in and outside of the workplace.

4. Responsibilities

Management

- o Provide a work environment that will foster employee health and well being;
- o Support health initiatives and the development of health related programs and incentives for employees.

Employees

- o Participate in programs and incentives for employees.
- o Build their knowledge, skills and abilities to take control over their wellbeing.

5. Supportive Workplace Guidelines

- a) To facilitate this policy the Supportive Workplace Committee will:
 - i. Submit an annual wellness budget to be approved by Council;
 - ii. Administer program funds, through recommendations to CAO, and provide support for a healthy workplace;
 - iii. Facilitate an employee's efforts to make improvements in their health practices;

- iv. Organize wellness education sessions relating to mental, physical and emotional wellness; and
 - v. Encourage friendly fitness and wellness competitions.
- b) Employees are eligible to receive a financial incentive of up to \$200.00 per fiscal year (April 1 – March 31) toward a membership or item that is intended to improve the employee’s wellness. Eligible expenses/programs include but are not limited to:
- i. Fitness centre membership;
 - ii. Exercise classes;
 - iii. Healthy eating programs;
 - iv. Tobacco cessation programs;
 - v. Team or individual sport registration;
 - vi. Fitness equipment including sneakers or hiking boots; and,
 - vii. Any other expenses that are not listed which will be taken to the Supportive Workplace Committee for review.
- c) Receipt of payment and completion of expense application form is required for reimbursement.
- d) Participation in the program is voluntary.

6. Budget Allocations

Council will determine the budget allocation for employee wellness through the Town’s annual budget process. Expenditure of wellness funds will require the approval of the CAO; first priority will be given to the incentive program outlined in 5. b).

Clerk’s Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	April 14, 2020
Date of Passage of Policy	April 30, 2020
_____	_____
Town Clerk	Date