



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

WORKPLACE WELLNESS POLICY

(Adopted June 13, 2014)

Fostering a culture that promotes wellness in the workplace through targeted strategies

“An individual and collective responsibility”

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Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.

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1. Policy Statement

- The Central Québec School Board (the Board) recognizes the importance of continuing to build and sustain a healthy and a supportive workplace through diverse broad programs, local initiatives, special features or events;
- The board wishes to enhance as well as optimize wellness in the workplace through education, prevention and encouraging each one to take responsibility for creating and sustaining a supportive work environment;
- The Workplace Wellness policy will be applied in respect of all relevant laws, regulations, collective agreements and other related policies and procedures as well as yearly budgetary consideration.

2. Guiding Principle

Each one of us is a partner in creating a culture of wellness and we all have an individual as well as a collective responsibility in this regard.

3. Definitions

- **Workplace Wellness:**
For the purpose of this policy, Workplace Wellness is defined as programs, activities, practices as well as attitudes that will support the physical, emotional and psychological well-being of employees, including educational awareness activities, preventive programs such as the Employee Assistance Program, supportive work environment and management.

4. Scope

This policy applies to all employees of the Central Québec School Board, independent of their percentage of work or contractual status.

5. Objectives of the Central Québec Workplace Wellness Program

- Sustain an organizational culture that promotes openness, leadership, cooperation and caring;
- Continue to promote the board's vision of "Learning for all" through education and prevention awareness activities related to wellness in the workplace;
- Provide a safe, supportive and respectful work environment for all employees;
- Sustaining the importance of Professional Growth through professional dialogue and clear objectives for continuous improvement;
- Improve our common understanding of workplace issues that impact the health and well-being of employees;
- Build the knowledge, skill and ability of staff to take control of their own well-being by offering supporting measures, as highlighted in this policy.

6. Supporting Programs

Workplace Wellness will be promoted and supported through existing programs and other relevant options such as those listed herewith:

- Increasing Awareness Raising Activities (board wide and local initiatives)- Wellness newsletters, Email Tips, Special Workshops, Team Building Initiatives, Seminars on Conflict Resolution, etc.;
- Obtaining an annual budget to support the program;
- Enhancing the use of our Employee Assistance Program (EAP) to support our staff who are facing personal and professional challenges and/or difficulties;
- Ensuring our Policy Countering All Forms of Harassment is well known to all stakeholders to ensure that each employee feels safe and respected in all circumstances and at all times;
- Sustaining the importance of Professional Growth through professional dialogue and clear objectives for continuous improvement;
- Promoting the importance of Recognition in the workplace as per our related policy;
- Encouraging Work-Life Balance Initiatives, such as Flexible Hours, Leave of Absence, possibility of working at distance at times, etc.;
- Ensuring Health Promotion and Prevention Campaign, such as Health Seminars, Ergonomic Workplace, First Aid, CPR, Stress Management, etc.;
- Continue to promote the Fitness Programs offered through “Énergie-Cardio” to all staff of the board;
- Providing Professional Development opportunities and initiatives;
- Encouraging and promoting social activities at each local level.

7. Roles and Responsibilities

- **Each *Employee*** is responsible for enhancing their own awareness as well as understanding of personal and professional factors (positive or negative) affecting workplace wellness and contribute ideas, opinions, share expertise and partaking in finding solutions that will impact positively the well-being of employees;
- **Each *Director of Service, School & Centre Principal*** is responsible for providing information on the policy to their staff as well as developing and/or implementing local initiatives (such as training/awareness sessions to employees) that support the objectives of the policy. A yearly report of workplace wellness initiatives that have taken place will be provided to the Director of Human Resources at the end of each school year;
- **The *Director of Human Resources*** is responsible for administering workplace wellness programs, budgets, providing information and supporting the organization of local initiatives, conducting periodic climate survey to measure results as well as providing a yearly report to the Director General and any related significant concerns about the application of the policy;
- **The *Director General*** has the overall responsibility for ensuring that the Workplace Wellness Policy is communicated and applied consistently throughout the board. The Director General will provide a yearly report to the Council of Commissioners on related actions taken by the board, schools and center;

- **The Council of Commissioners** is responsible for the adoption of the policy and ensuring its compliance.

8. Evaluation

- The Workplace Wellness Policy will be evaluated, at least every 3 years, through the use of data and trends to determine if employee workplace wellness needs are being met.