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Company
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Healthy Workplace Policy – Sample Policy

Sample Workplace Policy Template

Disclaimer: This is a sample policy and can be adapted for your workplace needs. Suggestions are given about what to include. However, items can be added or removed to suit your workplace.

Policy: **Healthy Workplace Policy**

Policy #

Approved by:

Effective:

Revised:

PURPOSE: (Company name) believes that our employees are our most valued assets. We are committed to maintaining a safe and healthy work environment and this is the shared responsibility of all employees at (company name). We recognize that the individual health practices of our employees impacts our organization just as our organization impacts their health. Therefore, we seek to enhance the health of our employees, create a positive work environment, and enable all employees to develop to their fullest potential. This fosters a healthy workplace culture with improved morale, increased productivity, and enhanced work-life balance for all.

POLICY STATEMENT: This policy ensures the provision of a safe and healthy work environment within a culture where all employees feel secure and supported in making healthy lifestyle choices that result in personal, intellectual, and professional growth.

SCOPE: This policy applies to all employees and volunteers of (company name).

PROCEDURE:

- A Healthy Workplace committee will be developed and will include representation from management, union, each department, and Human Resources
- The committee will assess employee wellness needs by surveying employees
- The committee will develop a plan for wellness initiatives to address the needs of the employees revealed through the survey
- The committee will use various methods to communicate wellness initiatives that enhance employee well-being
- The committee will implement and evaluate initiatives
- The committee will revise plans as needed to ensure a sustainable program

CONTRAVENTIONS: Non-compliance of this policy will be brought to the attention of the appropriate supervisor or manager for further action.

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