



Health and Wellness Policy for (Insert Town's Name Here)

Mission statement

(Insert Town Name), recognizing that the health and wellbeing of our employees is important, will commit to providing a safe, healthy and supportive environment in which to work.

Objectives and strategies

(Insert Town Name) will (add and delete as appropriate):

- Encourage employees to be more physically active by making provisions in the workplace for activity opportunities (including reducing sitting time where practical)
- Provide healthy eating choices in the workplace through addressing healthy physical settings, food supply and education
- Educate employees around safe alcohol consumption and the health effects of smoking
- Promote awareness of key health issues for employees (including social and emotional wellbeing)
- Encourage employees to provide input into health and wellbeing initiatives

Scope

This policy applies to all employees and volunteers at (Insert Town name).

Responsibility

Employees are encouraged to understand this policy and seek clarification from management where required. Employees are encouraged to support fellow employees in their awareness of this policy and contribute to (insert town name)'s aim of providing a safe, healthy and supportive environment for all.

Managers have a responsibility to ensure that all employees are aware of this policy and should lead by example in actively supporting and contributing to the implementation of this policy.

Communication

(Insert Town Name) will ensure that:

- all employees receive a copy of this policy during the induction process
- this policy is easily accessible by all members of the municipality
- employees are informed when a particular activity aligns with this policy
- employees are empowered to actively contribute and provide feedback to this policy and the activities offered under the policy.
- employees are notified of all changes made to this policy.

Monitoring and review

(Insert Town Name) will review this policy annually. Effectiveness will be assessed through feedback from employees, the Wellness Committee or Wellness Coordinator as well as management.
