

SAMPLE WELL-BEING POLICIES

Policy #: _____

Approved by: _____

Effective: _____

Revised: _____

[Worksite] Well-Being Workplace Policy

Purpose

[Worksite] is committed to providing a safe and healthy working environment and recognizes the importance of fostering psychological and physical well-being.

Scope

This policy applies to all employees of [Worksite]. [Worksite] recognizes that a safe and healthy working environment contributes to the motivation, job satisfaction, performance, retention, and creativity of all employees. Employees are supported through the following:

Booster Breaks Policy:

To foster a pleasant workplace, employees of [Worksite] will be permitted to take one paid [X-minute] booster break for every four hours worked. Booster breaks can be used for physical activity (e.g., a brief sequence of stretching and toning movements), meditation, or breath training. [Worksite] will offer organized Booster Breaks [X-times per day] for employees, however employees may choose to do their own activities during their breaks.

Time Accommodations for Mental Health Policy:

Mental health concerns in the workplace are any conditions that affect employees' state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health concerns. Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g., increased blood pressure, lethargy, changes in eating habits.)

[Worksite] offers XX of paid leave per year to allow employees to address mental health concerns. This policy aims to support employees with mental health concerns and treat these employees fairly. Employees who use mental health leave are not obliged to disclose their condition or other medical information. Employees requesting mental health leave should follow normal procedures for requesting leave.

Education and Implementation

1. The [Worksite] well-being policy will be posted in employee breakrooms, promoted through multiple communication channels, and presented at new employee orientations to inform all employees.
2. Employees may seek additional information from (human resources, worksite wellness coordinator or wellness champion) or access this policy at (insert website or location).

Consequences for Noncompliance

All employees of [Worksite] are expected to comply with this policy and obtain supervisor approval. Failure to comply will result in disciplinary action.

Supervisors/managers who do not allow employees to take part in this policy will face disciplinary action.