



## POLICY AND PROCEDURE

<b>SUBJECT/TITLE:</b>	Workplace Wellness
<b>SCOPE:</b>	All Employees
<b>ORIGINAL DATE ADOPTED:</b>	01/01/16
<b>LATEST EFFECTIVE DATE:</b>	Latest effective date will be 14 days <u>after</u> the date of last signature
<b>REVIEW/REVISION DATE(S):</b>	01/13/17
<b>REVIEW FREQUENCY:</b>	Every 2 years
<b>TOTAL # OF PAGES:</b>	2
<b>REFERENCE NUMBER:</b>	ADMIN-038

## PURPOSE

Hancock Public Health (HPH) is committed to supporting the health and well-being of its employees. In addition to the benefits for employees, positive benefits are likely to extend to families of employees, resulting in better health for families and their extended community.

## POLICY

It is the policy of Hancock Public Health to develop voluntary activities and modify work environments and policies to support the health and well-being of its employees, clients, constituents, partners, grantees and volunteers. HPH values the health of its employees and encourages all staff to take advantage of the organizational wellness opportunities provided. Additionally, as an organization working to advance the wellness of residents in Hancock County, promoting internal organizational wellness models the behaviors we are promoting in the community and supports our employees by increasing the opportunity to make healthy choices within the context of the workplace.

**Executive Champions:** The Health Commissioner and other Leadership will be personal role models for health and wellness, allocate resources to support wellness policy and environmental changes within HPH, and influence other organizations to develop organizational wellness policies and programs.

**Wellness Leader:** HPH will designate a Wellness Leader at the management level who has direct access to the agency executives. In collaboration with the HPH Leadership Team and employees, this individual is responsible for creating an Organizational Wellness infrastructure utilizing research-based, best practice models; overseeing the development and implementation of employee wellness policies and committees; and providing ongoing assessment/monitoring of the effectiveness of Organizational Wellness Programs in conjunction with the Wellness Committee and other HPH staff.

**Wellness Committee:** HPH will establish a wellness committee infrastructure. A wellness committee is a team of employees that meet formally and have identified goals, objectives and activities to encourage healthy behaviors at the workplace, advocate for policy change, and create health-friendly work environments. The wellness committee should be comprised of employees who represent a cross section of the employee population.



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Committee Chairs and Members Responsibilities: Committee should elect a wellness chair or co-chairs to conduct meetings and lead activities. Committee members may need as much as four hours a month and the wellness chair(s) as much as six hours a month to plan and implement the agency's strategic wellness plan with professional staff support. As appropriate, these activities should be included in an employee's individual work plan.

## GLOSSARY OF TERMS

**Policy:** generally describes laws, regulations, formal and informal rules, as well as standards of practice.

**Environment:** describes physical and social settings that provide new or enhanced supports for healthy behaviors.

## APPENDICES

N/A

## REFERENCE FORMS

N/A

## SIGNATURES

I have reviewed this document and endorse it as an official HPH Policy and Procedure:

Health Commissioner

01 / 17 / 2017  
Date