



Horizon Utilities Corporation Policies & Procedures

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| Subject: Healthy Workplace Policy | |
| Section: Health & Safety | Number: 3.04 |
| Issued: March 30, 2006 | Revised: May 21, 2009 |

Application:

This policy applies to Horizon Utilities Corporation (“Horizon”) and all of its employees.

Purpose:

To encourage, support, and offer health-related programs that will improve the overall health and well-being for all Horizon employees. The development of a healthy workplace environment and support for employee health is consistent with our corporate values.

Policy:

Horizon recognizes that the ability of an organization to achieve its objectives is dependent upon the well being of all employees.

Horizon acknowledges that the key elements of a healthy workplace include the physical environment, health practices, social environment and personal resources. It is also recognized that these broad-based factors are interdependent and must be considered as parts of a holistic approach to a healthy workplace and employee well being.

- Horizon Utilities Corporation is committed to providing a healthy workplace by:
- Providing the funding and support for a healthy workplace;
- Providing a healthy and safe physical work environment;
- Facilitating employees’ own efforts to make improvements in their health practices;
- Providing a social environment supportive of employee well being;
- Developing the personal resources (knowledge, skill and ability) of employees to help them cope & deal with the social and work aspects of their lives;
- Reducing or eliminating unnecessary stress caused by the work environment;
- Enhancing employees’ sense of influence over their work and their lives;
- Reviewing and revising human resources policies that impact employee health to ensure that they support and are consistent with Horizon’s **Healthy Workplace Policy**;
- Developing human resource policies that will provide an environment, which supports employee well-being.

Participation:

In order to have a healthy workplace, all staff need to be involved. A healthy workplace requires company-wide participation. Employee participation can include: developing, implementing and reviewing health actions and policies, identifying problems, devising solutions and then implementing and evaluating these solutions and involvement in planning lifestyle health promotion programs at work. Employees are encouraged to participate in any or all programs that are made available to them.

Workplace Wellness Team:

The Wellness Team consists of a group of volunteers who are interested in and committed to enhancing the health and well being of employees. Membership is open to all employees, ideally from a cross-section of various departments and locations.

The Wellness Team will:

- Assess employee needs through surveys;
- Provide information that employees can use to decide on participation in health promotion programming;
- Develop and implement health initiatives to address the needs of our staff;
- Encourage and actively seek input from employees and managers;
- Familiarize employees with the idea that there are several inter-connected avenues to achieve health and wellness and that Horizon Utilities Corporation will undertake activities in many of these areas in order to enhance employee well being.

Management Responsibilities:

- Keeping employees up-to-date on Healthy Workplace activities and programs
- Supporting and encouraging employee involvement in the Wellness Program (i.e., create a healthy work environment, Wellness Team, etc.)
- Recognizing that employee involvement is an important part of individual development
- Offering training and coaching to employees who want to become involved in the program for developmental reasons.
- Recognizing that employee involvement is an important part of individual development.
- Contributing ideas, opinions and expertise to the work of the Wellness Team.
- Providing healthy food options for meetings, training and other events.
- Making sure that vending machines and other services that bring food and beverages into Horizon provide healthy options.



Evaluation of Wellness:

- The healthy workplace program will be evaluated through use of data and trends indicating outcomes.

References & Resources:

Horizon utilizes the National Quality Institute (NQI) Criteria & Guidelines as a roadmap towards a healthy workplace.

- A) NQI – www.nqi.ca
- B) Health Canada – **“The Business Case for Active Living at Work”**
http://www.hc-sc.gc.ca/hppb/fitness/work/introduction_e.html