



Healthy Workplace Policy

Horizon Utilities Corporation – Policies & Procedures

Purpose

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

Policy Statement

Horizon Utilities recognizes that the ability of an organization to achieve its objectives is dependent upon establishing a work environment that supports the health and well-being of its employees.

Horizon Utilities acknowledges that the key elements of a healthy workplace include the physical environment, health practices, social environment, personal resources and understanding the psychosocial risk factors in the workplace. 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 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
- Providing awareness of psychosocial risk factors in the workplace
- 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 Utilities' Healthy Workplace Policy
- Developing human resource policies that will provide an environment which supports employee well-being
- Providing all employees with equal access to wellness programs as is practical and reasonable

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 healthy lifestyle promotional programs at work. Employees are encouraged to participate in any or all health and wellness 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 using various tools and benchmarks to prioritize wellness initiatives

- Provide information that employees can use to decide on their participation in programs promoting health
- 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 various inter-connected avenues to achieve health and wellness and that Horizon Utilities will undertake activities in many of these areas in order to enhance employee well-being

Management Responsibilities

- Provide leadership through involvement and commitment to the wellness initiatives
- Visibly encourage employee participation by communicating support on all programs and participate in the activities whenever possible
- Support and encourage employee involvement in the wellness programs
- Recognize that employee involvement is an important part of individual development
- Offer 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
- Contribute ideas, opinions and expertise to the work of the Wellness Team
- Provide healthy food options for meetings, training and other events

Evaluation of Wellness

The healthy workplace program will be evaluated through use of data and trends indicating outcomes. Horizon Utilities utilizes the Excellence Canada Healthy Workplace standards as a roadmap for a healthy workplace.

References & Resources

Excellence Canada Healthy Workplace Standards – www.excellence.ca

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