

## Step 1. Management commitment

### Workplace wellness statement and policy templates

A workplace wellness statement/policy captures the workplace's commitment to the health of its employees.

For small workplaces, a sentence or paragraph may be enough to outline how much value the organisation places on workplace wellness.

Medium to large workplaces should develop a detailed wellness policy—you can incorporate this into a health and safety policy if you have one.

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#### Workplace wellness statement—small workplace

*[Insert company/workplace name]* recognises our ability to achieve our objectives successfully depends on the wellbeing of our employees. We acknowledge that the key elements of workplace wellness include the physical and cultural environments as well as the policies, practices and procedures that guide our work.

*[Insert company/workplace name]* will provide a healthy workplace that values and enhances the health and wellbeing of all employees by implementing our workplace wellness program.

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#### Workplace wellness policy template—medium-sized to large workplaces

##### 1. Policy statement

*[Insert company/workplace name]* will ensure that all work practices, the work environment and workplace culture will value, enhance and protect the health and wellbeing of all employees.

##### 2. Scope

This workplace wellness policy outlines how *[Insert company/workplace name]* will support the health and wellbeing of all our employees. The policy is applicable to all *[Insert company/workplace name]* employees and aligns with health and safety policies and guidelines.

### 3. Goals and objectives

This workplace wellness policy provides the foundation for developing activities and modifying work environments, policies and practices to support the health and wellbeing of all employees. Positive benefits are also likely to extend beyond employees to result in better health for families and the community.

[Insert company/workplace name] will enhance its workplace wellness by:

- › establishing and supporting a workplace wellness committee
- › creating and supporting a workplace wellness program
- › consulting with employees to ensure workplace wellness strategies meet the needs of the workforce
- › supporting employee participation in wellness activities
- › supporting employees to adopt and maintain healthy behaviours and reduce unhealthy behaviours.

### 4. Responsibilities

#### Senior management team/management team

The [Insert company/workplace name] senior management will do all they can to enhance the wellness of employees by:

- › ensuring the health of employees is valued
- › providing workplace environments and systems that are supportive of employee wellness
- › providing opportunity for employees to participate in wellness activities
- › participating in, and encouraging, employee participation in the wellness program
- › contributing ideas and expertise to the work of the wellness committee or wellness representatives.

#### Human resources department

The [Insert company/workplace name] human resources department will do all it can to enhance the wellness of employees by:

- › ensuring that the health of employees is valued
- › ensuring workplace environments and systems are supportive of employee wellness
- › ensuring employees have the opportunity to participate in wellness activities
- › reviewing, revising and developing human resources policies that support workplace wellness in consultation with the wellness committee or wellness representatives.

#### Workplace wellness committee or wellness representatives

The [Insert company/workplace name] workplace wellness committee or wellness representatives will do all it/they can to enhance the wellness of employees by:

- › encouraging long-term commitment to workplace wellness
- › assessing employee and workplace needs
- › developing, implementing and evaluating wellness strategies in consultation with employees and management.

**Employees**

[Insert company/workplace name] employees will:

- › work within any procedures and policies implemented to address workplace wellness
- › contribute ideas
- › participate in the wellness program.

**5. Workplace wellness program**

A workplace wellness action plan will identify [Insert company/workplace name]’s wellness goals, objectives and strategies. The committee or wellness representatives will review the action plan annually.

**6. Policy review**

The committee or wellness representatives in conjunction with management and human resources will review the policy annually.

Wellness Committee Chair signature: ..... Date: .....

Director signature: ..... Date: .....

Chief Executive Officer signature: ..... Date: .....