



Guiding Principles

Committee Title: Healthy Workplace Committee
Approved by: Human Resources Services
Date of Approval: March 6, 2013
Reporting Structure: Human Resources Services
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1. PREAMBLE

McMaster University offers a wide range of employee engagement, recognition and wellness initiatives to promote an engaged and healthy workplace culture. While these programs are supported by Human Resources Services, it is the assistance of dedicated volunteers from across the University community that enable these programs to be successful.

2. BACKGROUND

McMaster University's Healthy Workplace was developed in 2002 and is comprised of employee volunteers from various areas within the University. Our shared goal is to improve the health and well-being of employees through education, awareness and participation through health and wellness events offered to employees throughout the year.

McMaster University is committed to providing and maintaining healthy working environments for all employees. To support this commitment, the University's Leadership is dedicated to putting people first by offering Healthy Workplace initiatives designed to empower, educate and improve employee health at work and at home.

3. MANDATE / PURPOSE

The Healthy Workplace Committee recommends and promotes workplace wellness initiatives that are aligned with University Health and Wellness priorities for McMaster employees through education, awareness and participation.

The purpose of the Committee is to enhance and nurture the well-being of all employees in the McMaster community through the development of innovative programs, utilizing McMaster resident expertise and integrated community partnerships. The goal of the Healthy Workplace Committee is to increase awareness of a comprehensive approach to workplace health at McMaster University that involves three elements of a healthy workplace:

- health and lifestyle practices
- workplace culture, and a
- supportive environment

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4. COMMITTEE STRUCTURE

Advisory Committee

- 4.1 The Advisory Committee is comprised of no less than three and no more than five McMaster employees, who are members that can contribute expert information to the committee based on their knowledge of health and wellness research, experience, or program planning expertise.
- 4.2 Due to the nature of their role, Advisory Committee membership may be considered continuous unless other community members have shown an interest in joining the committee.
- 4.3 At least one member of the Advisory Committee must be present at each Core Committee meeting to provide Advisory Committee input.
- 4.4 Advisory Members will meet no less than four times per year to review and discuss the program plans, direction, and feedback from Healthy Workplace programming and provide input to the committee for future directions based on their expertise and needs of the McMaster community.

Core Committee

- 4.5 The Healthy Workplace Core Committee is comprised of no less than 10 and no more than 15 full or part time McMaster continuing or limited term employees who are able to meet the minimum membership terms, as representative of the employee population as possible, which includes future campuses and who contribute their time on a voluntary basis. Members are encouraged to seek support for their volunteer activities from their management team.
- 4.6 Membership on the Committee is for a minimum of three years and will not exceed four years.
- 4.6 Committee members should designate their own alternate should they not be able to attend a Committee meeting.

Membership

- 4.7 When a position becomes vacant on the Core Committee, a Call for Participation will be advertised to all McMaster employees, in consultation between the Co-Chairs and Facilitator, normally between June and August. Interested candidates will be asked to complete a volunteer application to highlight their relevant experience, skills and attributes for this position. The decision will be made through a confidential voting process by the Committee, and will take place prior to the launch of planning for the following year. Applications will be kept on file for one year.
- 4.8 Previous members can reapply for membership following an absence of two years.
- 4.9 Should a Committee member withdraw during their term, they will not be replaced until the following Spring. The Committee will proceed towards event preparation as planned with fewer members.

Facilitator

- 4.10 At least one additional non-voting member from Human Resources Services provides administrative and facilitation support to the Core Committee.

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Chairperson

- 4.11 The Core Committee is guided by Co-Chairs who are nominated and voted by members of the Healthy Workplace Committee. The term of each Chair is one year with a maximum re-election term of one year.
- 4.12 In the event that two Co-Chairs cannot be confirmed, the committee may operate with one Chair.

5. RESPONSIBILITIES OF COMMITTEE MEMBERS:

General

- 5.1 It is the primary function of the Committee to provide input from each member's area of expertise into the ongoing development of McMaster's Healthy Workplace program strategy. This includes integrating current research and programs occurring in strategic areas with the Healthy Workplace program strategy.
- 5.2 Committee members are expected to attend all committee meetings except where extenuating circumstances prevent attendance. In the event that a member is not able to attend a meeting, advance notice shall be provided to the Chairperson(s) or Facilitator and a replacement shall be designated by the absent member if possible.
- 5.3 If a member is unable to fulfill their responsibility, they will be asked to step down from the committee.

Healthy Workplace Events

- 5.4 Committee members will demonstrate a commitment to the success of Healthy Workplace events by attending meetings, participating in discussions, working collegially, and being fair and equitable in the distribution of work. To this end, Committee members are also asked to actively support events and programs by assisting with preparation of events, attendance at events and information booths and promotion of same. Committee members are encouraged to act as 'Information Disseminators' in their work area/area of influence to encourage McMaster Employees in all groups to attend events hosted by the Committee.
- 5.5 Committee members will maintain the Healthy Workplace information in the employee lounge of their work area with materials provided by Human Resources Services.

Facilitator

- 5.6 The non-voting member(s) from Human Resources Services are an integral and valued part of the Committee.

The facilitator works with a team of HR colleagues, employee volunteer committees and leaders across the University. The Organizational and Employee Effectiveness Unit identifies opportunities to support employee and management development, promotes strong employee engagement and, strengthens McMaster's ability to attract and retain employees while ensuring the right cultural conditions exist to foster an innovative, rewarding and supportive environment.

The facilitator is responsible for developing and implementing the program to support McMaster's employee wellness and engagement strategies. The facilitator is responsible for leading a portfolio of programs focused on these key areas and acts as the committee facilitator for a variety of employee volunteer committees. The facilitator provides event planning subject matter expertise, coordination of committee meetings, oversees the program budgets and ensures programs are successfully planned and launched by encouraging others and through fostering strong working relationships on the volunteer committees.

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Committee Co-Chairs

The role of the Co-Chairs is an important one in the governance of the Committee. The Co-Chairs act as the central liaisons between the committee and Human Resources Services and will lead and manage the affairs of the committee.

The Co-Chairs should be chosen carefully for qualities of administrative and collaborative leadership distinction.

The Co-Chairs, in collaboration with the Facilitator are responsible to the Associate Vice President & Chief Human Resources Officer in any matters dealing with the committee. The Co-Chairs represent the Human Resources Services Department in any matters dealing with the Healthy Workplace Committee. The Co-Chairs are responsible for collaborating with the Facilitator to assist with the management of the Committee's physical, financial and human resources, to ensuring that they are utilized as effectively as possible to meet both the short and long-term objectives of the Committee.

In essence, the duties of the Co-Chairs with respect to the committee are to foster a healthy climate within the University for the conduct of teaching, learning, and service, a climate that is inclusive, in which University members receive equitable treatment and support, and in which procedures are open and visible.

6. MEETINGS

Frequency

- 6.1 The Core Committee meets on a monthly basis on the first Thursday of each month except when extenuating circumstances arise.
- 6.2 Every effort is made to hold meetings at times that meet the needs of committee members. Although participation is voluntary, a committee member may need to make arrangements with their supervisor to attend the meetings. Supervisors are encouraged to make these arrangements work wherever operationally feasible.
- 6.3 Additional persons may attend committee meetings with the approval of the Co-Chairs and Facilitator.

Agenda Items

- 6.4 The Chairperson(s) will approve a copy of the agenda for each meeting in collaboration with the Facilitator. Agendas and minutes will be distributed to all members one week in advance of regularly scheduled Healthy Workplace Core Committee meetings.

Minutes

- 6.5 Meeting minutes will be recorded and circulated in a timely fashion. All Committee members are asked to take a collaborative approach to taking minutes during meetings.
- 6.6 Minutes will be forwarded to the Facilitator for review within 10 business days of the meeting except in extenuating circumstances.
- 6.7 The approved minutes of the Core Committee meetings will be forwarded to Environmental and Occupational Health Support Services for inclusion in the monthly Central Joint Health and Safety Committee meeting.

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7. VOLUNTEER RECOGNITION

Recognition

- 7.1 In December, all Healthy workplace committee members will be invited to a volunteer recognition luncheon to celebrate their contributions throughout the year.
- 7.2 Nominations for outstanding contributions made by individual members of all Engagement & Wellness committees will be recognized monthly as Volunteer of the Month (VOM).

Eligibility

- 7.3 All volunteers on Engagement & Wellness committees regardless of their employment status are eligible for recognition.

Selection

- 7.4 Each month, Volunteer of the Month nominations will be reviewed by the Engagement & Wellness Team and successful recipients will be presented with a letter from the University President, an Engagement & Wellness gift and a frame-able certificate at the member's next committee meeting by their Facilitator.
- 7.5 The selected volunteer's name, photo, and nomination highlights will be published on the Engagement & Wellness Volunteer website each month and may be highlighted in departmental newsletters.

Peer Nomination

- 7.6 Volunteer members of each committee may submit a written VOM nomination of a peer to their Facilitator. The written nomination must outline the reasons why their peer should be considered for that month as well as a description of how the candidate has met the criteria listed in the Volunteer of the Month criteria.

8. DOOR PRIZES

- 8.1 Volunteer members of the Healthy Workplace Committee are ineligible for door prizes presented at events hosted by the Healthy Workplace Committee. Door prizes are intended solely as gifts for registered participants outside of the Healthy Workplace Committee in order to maintain the integrity of the Committee.
- 8.2 Volunteer members of the Healthy Workplace Committee are eligible for door prizes and gifts presented at events and activities hosted by other Engagement & Wellness Committees.

9. RELEASE OF INFORMATION

- 9.1 By becoming a Volunteer member of the Healthy Workplace Committee you agree that personal information will be collected under the authority of The McMaster University Act, (1976). The information is used for public relations purposes including, but not limited to, publications, websites and materials promoting McMaster University. Personal information will not be used for any unrelated purposes without prior consent. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Volunteers who do not wish to have their information used for public relations purposes will notify their Facilitator in writing.