
SAMPLE WORKPLACE WELLNESS POLICY

Prepared by:

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ABOUT TRUCKING HR CANADA

As a national, non-profit organization, Trucking HR Canada advances modern HR solutions for the trucking and logistics workforce

One of our strategic priorities is to make a company's job easier by delivering a comprehensive collection of up-to-date guides, reports, templates and more to support effective human resources management and recruitment and retention efforts.

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DISCLAIMER

The information contained within does not constitute legal advice. Trucking HR Canada, and all content contributors, bear no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the recommendations contained in this document.

WANT MORE

To help fleet employers promote employee wellness, Trucking HR Canada created *Workplace Wellness: A Holistic Approach to Your Employees' Wellbeing*. Through this online resource guide, explore the following topic areas:

- The benefits of wellness programs
- The key impacts of employee wellness
- Contributing factors to driver wellness
- Understanding legal obligations
- Important steps in administering a robust employee wellness program
- Best practices in supporting employee wellness

To view this resource visit truckinghr.com

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PURPOSE

[Company Name] acknowledges that our ability to meet our company's goals and objectives, and the needs of our customers, depends on the health and wellness of our employees. We will ensure that the work we do, our workplace practices and the overall culture at our company, demonstrate that we value and strive to enhance the wellbeing of our team members.

SCOPE

The policy is applicable to all [Company Name] employees and it aligns with the company's health and safety policies, practices and guidelines.

COMMITMENTS

As a company, [Company Name] is committed to:

We encourage you to list the ways in which you support the health and wellness of your team members here. Below are ideas.

- Establishing and enforcing strong health and safety practices.
- Encouraging the proactive physical health of team members by:
 - Providing a comprehensive group benefits program.
 - Allowing for up to [XX] paid sick days off per year.
 - [Do you provide a Health Spending Account?]
 - [Do you have programs that promote physical health?]
 - Offering weight management and addiction support through the Employee Assistance Program.
- Encouraging the mental health of team members by:
 - Providing paramedical services in our group benefits that include coverage for [psychologist, social workers, other...].
 - Offering an Employee Assistance Program.
 - [Do you have programs that promote mental health?]
- Providing training and other educational resources that help address identified and potential health and wellness concerns.
- Monitoring hours of work, rest periods and overtime requirements.
- Seeking feedback from employees regarding their wellbeing and the company's wellness practice.
- Identifying and measuring key indicators of organizational health.
- [Insert other relevant programs and commitments].

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RESPONSIBILITIES

Every member of the [Company Name] team has a role to play in wellness.

Company leaders are expected to:

- Adhere to all company policies, practices and programs that support the wellness of our team.
- Provide a supportive and safe environment in which employees feel comfortable to share any health and wellness concerns.
- Ensure the health and wellness of employees is valued.
- Provide opportunities for employees to participate in wellness activities.
- Share company information and programs that relate to health and wellness.
- Monitor the health and wellness of team members and communicate concerns to HR and senior leadership.

Employees are expected to:

- Adhere to all policies and procedures that are established with their health and wellness in mind.
- Participate in wellness programs.
- Understand and utilize the benefits and other perks that are offered.
- Communicate ideas and concerns to management and HR.

Human Resources is expected to:

- Ensure the health and wellness of employees is valued.
- Monitor the health and wellness of employees through organizational health measures.
- Review, revise and develop Human Resources policies and practices that support workplace wellness.
- Assess and address deficiencies in group benefits plans.
- Source and engage wellness education and training opportunities.

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If you have a Wellness Committee, include their responsibilities in this section.

The Workplace Wellness Committee is expected to:

- Encourage long-term workplace wellness commitment.
- Assess employee and workplace wellness needs.
- Develop, implement and communicate wellness strategies in consultation with employees, management and human resources.

POLICY REVIEW

I acknowledge that I have read and understand the Workplace Wellness Policy. I agree to comply with this Policy and its guiding principles.

Name (Print):

Signature:

Date:

[Insert as policy footer]

Effective Date:

Revision Date:

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