

COURTENAY AND DISTRICT FISH & GAME PROTECTIVE ASSOCIATION WORKPLACE WELLNESS POLICY

The Courtenay and District Fish & Game Protective Association (hereafter referred as CDFGPA) is committed to providing employees with a safe, healthy and supportive environment in which to work. We recognize the importance of wellbeing and mental health within our organization and are committed to building and maintaining a workplace environment and culture where healthy lifestyle choices are valued and encouraged.

This policy applies to all employees of the Courtenay and District Fish & Game Protective Association.

To every extent possible, the CDFGPA aims to recognize and address cases of workplace pressures that can affect the wellness of its employees.

We are committed to:

- Creating a workplace environment that cultivates open communication between management and employees
- Identifying issues and resolving them
- Creating a pleasant workplace

Employer/Board's Responsibility

- Ensure all employees are made aware of this policy
- Support and contribute to the implementation of this policy
- Manage the implementation and ongoing maintenance of the policy
- Support and contribute to CDFGPA's aim of providing a safe, healthy and supportive environment for all employees
- Be available to listen to employee concerns and work collaboratively to identify workplace wellness solutions
- Review and revise this policy as needed

Employee's Responsibility

- Understand this policy and seek clarification from management or appointed Director where required
- Consider this policy while completing work-related duties and at any time while representing CDFGPA
- Support fellow employees in their awareness of this policy
- Support and contribute to CDFGPA's aim of providing a safe, healthy and supportive environment for all employees

In cases where you feel your wellness in the workplace is being affected, CDFGPA encourages you to speak confidentially with appointed Director of the Board about your situation.

Each workplace wellness situation will be considered on a case by case basis and is at the discretion of the Board.

The Courtenay and District Fish & Game Protective Association will ensure that:

- All employees receive a copy of this policy
- This policy is easily accessible by all members of the organization
- Employees are empowered to actively contribute and provide feedback to this policy
- Employees are notified of all changes to this policy.

CDFGPA reserves the right to amend this policy at any time and acknowledges that workplace policies are a work in progress.

Date _____

**AGREEMENT – COURTENAY AND DISTRICT FISH & GAME PROTECTIVE ASSOCIATION’S
WORKPLACE WELLNESS POLICY**

We are pleased to welcome you to the CDFGPA team.

This is an opportunity to provide you a copy of the Workplace Wellness Policy. The objective is to ensure the efficiency of our operations and the harmony of our team.

All employees, whether seasoned or new, may occasionally need to consult the Wellness Policy. This document is intended as an easy reference tool for any concerns. Should any of your questions remain unanswered, please contact the designated Human Resources Director _____ at Tel#_____.

All the CDFGPA’s policies are evolving documents that may be adapted as appropriate to reflect cultural and organizational changes as well as the modifications that are constantly being made to government regulations. We, CDFGPA, are committed to maintaining open and transparent communication with all employees and will provide updated policies (where applicable) in a timely

ACKNOWLEDGEMENT OF HAVING READ AND UNDERSTOOD THE WORKPLACE WELLNESS POLICY

I, _____, attest that I have read the Workplace Wellness Policy and its
Employee Name
various components, including the following:
(list any additional addendums if applicable)

I acknowledge having received all the relevant information that I need in order to have a good understanding of the content and scope of this policy.

Employee – Print Name

Employee – Signature Date

Employer/Director’s Signature Date

The original copy is given to the employee and the employer retains a photocopy for their files.