



## ORGANIZATIONAL *HEALTHY WORKPLACE*® CHARTER

### Charter Purpose

The purpose of this Charter is to define the scope, objectives and overall approach for the work to be completed for *Healthy Workplace*® initiative at **(name of organization)**

### Delivering Healthy Workplace®

To deliver on our brand promise of **(name of organization and promise)**.....we will develop a culture and a framework for delivering organizational excellence in health, safety and wellness programs and practices across our organization that supports our values of: ....

Our short-term goal is to obtain *Healthy Workplace*® Certification by ....

Our longer-term goal is to achieve recognition under *Canada Awards for Excellence (CAE)* by **(name of organization)** for *Healthy Workplace*®

The *Healthy Workplace*® Standard provides a strategic umbrella for continuous improvement. It is structured in a progressive implementation model with four levels and is comprised of the following Drivers: Leadership, Planning; People Engagement; Process and Risk Management

### Structure:

Our Executive Sponsor(s) is .....

The Coordinating Leader is .....

The Wellness (or Steering Committee) is chaired by ..... with participants as follows:

- Chair
- Healthy Workplace Leader/Coordinator
- Senior Team members
- Management representative from each senior team area/department/portfolio
- Staff members (diverse, cross representational team)

We plan to meet .....(frequency)... with additional time spent as required (estimate total time: 1 day per month). Additional time may be required to address identified gaps and for subcommittees, as necessary.



**Approved Budget**

External costs: (external providers, fee for service programs, certification fees, etc.)

Internal costs: Internal resources plus milestone celebrations (\$ )

**Success Factors:**

- Leadership support, sponsorship and promotion of initiative
- A consistent approach on process to meet the needs of our internal and external clients/audience
- Cross-functional employee participation
- Wellness Committee participation and proactive support from all leaders
- Effective and timely communication
- Employee/Team engagement and buy-in (including staff participation in awareness training, focus groups and organizational assessments)
- Achievable milestones are established and met
- Have fun while doing this! **Celebrate** success/milestones!

**Risks:**

- Identified resources and/or time not available to complete the work
- Perception that this is not a high-value initiative
- Not effectively addressing 'What's in it For Me'
- Sustainability and follow-through of Healthy Workplace policies and practices
- Loss of momentum...staying the course

**Requested by:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_