



Canada's Capital University

Policy Name:	Healthy Workplace Policy
Originating/Responsible Department:	Vice-President (Finance and Administration)
Approval Authority:	Senior Management Committee
Date of Original Policy:	December 2010
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Mandatory Revision Date:	January 2026
Contact:	Vice-President (Finance and Administration) and Chairs(s), Healthy Workplace Committee

Purpose

Carleton University values a culture that supports the physical and mental health and well-being of its full time faculty and professional services staff. It recognizes that individual health practices, as well as the social, physical and psychological environment, are important factors that collectively contribute to each faculty and staff member's personal success and positive contribution to the university's mission. The purpose of this policy is to support and uphold Carleton's commitment to ensuring the university is a healthy, safe, and supportive place to work for all staff and faculty. It encourages the active participation of all members of Carleton University in healthy workplace programs and initiatives and actively solicits input through its Healthy Workplace Committee and other means used to identify needs and assess outcomes.

Statement of Policy

Carleton University develops and maintains policies, practices and programs that contribute to a physically and mentally safe and healthy workplace for Carleton faculty and professional services staff based on four Healthy Workplace elements of healthy lifestyle, physical environment, mental health and workplace culture, and corporate social responsibility, as well as the following Guiding Principles:

- 1) Both the institution and the individual play key roles in promoting and maintaining a physically and psychologically safe and healthy workplace.
- 2) A physically and mentally safe and healthy workplace is based on a culture of respect, trust, honesty, equity and inclusivity.
- 3) Workplace health and well-being initiatives are based on best practices and are regularly reviewed and evaluated in order to sustain a supportive culture and relevant programming.

Scope/Roles and Responsibilities

This policy recognizes that physical and mental health and well-being is a shared responsibility between the university administration, full time faculty and professional services staff, and is commensurate with the level of responsibility of each.

Procedures

Carleton maintains and supports the Healthy Workplace Committee with representation from a diverse array of faculty and professional services staff. The Committee has a mandate to assess the needs of the university community with respect to enhancing and supporting a healthy workplace, develop and support healthy workplace programs to meet identified needs, monitor the progress, outcomes and impact of such initiatives, and provide recommendations to Senior Management on how to sustain a healthy workplace that addresses both physical and mental health and well-being. Carleton also maintains a Healthy Workplace Champion network, with Champions who play an important role in reaching out and engaging Carleton University's faculty and staff within their work unit, as well as communicating employee needs and feedback to the Healthy Workplace Committee.

Contacts

Vice-President (Finance and Administration)
Chair(s), Healthy Workplace Committee

Related Policies Links

[Environmental Health & Safety Policy](#)
[Human Resources Policies](#)
[Human Rights Policies and Procedures](#)
[Workplace Violence Prevention Policy](#)