

WORKPLACE WELLNESS PLAN

Adopted on February 17, 2025

1. Context and Purpose

- 1.1. At The Depot, we are committed to creating a supportive, healthy, and sustainable work environment for all employees. This plan outlines the key strategies and commitments to ensure workplace wellness, supported by a clear framework of responsibilities, evaluation, and continuous improvement.
- 1.2. The Depot recognizes the critical link between a supportive work environment and the quality of service it provides to the community. As demand for services grows, external factors such as inflation and housing shortages are impacting staff and the people we serve.
- 1.3. The Wellness Plan was developed collaboratively by a committee with input from staff and an organizational wellness consultant, emphasizing the importance of well-being for overall organizational health.

2. Definitions

- 2.1. **Wellness** is defined as the adoption of habits that promote physical, mental, and emotional health, with a focus on healthy habits, stress management, and self-care.
- 2.2. **Culture of Care** emphasizes empathy, support, and respect, promoting open communication and healthy boundaries.
- 2.3. **Psychological Safety** ensures individuals feel safe to share opinions, take risks, and make mistakes without fear of negative consequences.

3. Guiding Principles

- 3.1. Our approach to wellness integrates physical, mental, and emotional health, creating a work culture that supports well-being for all employees. Key principles include culture of care, respect and inclusivity, work-life balance, support and development (ref: our [Core Values](#), our [respect policy](#) and [Anti-Oppression Commitments](#).)

- 3.2. **Culture of Care:** Anchored in our values, we cultivate an environment where employees actively support each other's well-being, demonstrating empathy, understanding, and mutual respect in day-to-day interactions.
- 3.3. **Respect and Inclusivity:** A workplace where all employees feel valued and included.
- 3.4. **Work-life Balance:** Encouraging healthy boundaries between work and personal life.
- 3.5. **Support and Development:** Prioritizing personal and professional growth and wellness.

4. Strategies

This section outlines our collective commitments, and strategies currently in place aimed at promoting employees wellness. They apply to all temporary and permanent employees, unless otherwise specified below.

4.1. Annual planning and reflection

Ensure that objectives are realistic and achievable, with regular check-ins and adjustments as needed. Aligned with our Theory of Change, Strategic Objectives, and Logic Models, this process team goals and ensures that our workload is manageable and that employees see how their work contributes to the broader mission.

4.2. Supportive work environment

Encourage open communication by actively informing and including employees, listening to their ideas and concerns, and maintaining an open-door policy to ensure leaders are approachable and supportive.

4.3. Recognition and appreciation amongst teams

Recognize and appreciate employees by celebrating achievements, milestones, and personal contributions at team meetings, announcements, and one-on-one acknowledgment.

4.4. Professional development opportunities

Support professional development by helping managers and coordinators identify training opportunities, and align employees development plans with annual training needs based on contribution evaluations.

4.5. Regular meetings with supervisors

Regular one-on-one meetings with supervisors, held once per month or as needed, focused on addressing employees' workload, and time management. These meetings

will also involve setting clear expectations, prioritizing tasks, and monitoring progress against the annual plan, while identifying any adjustments that may be required. Clear and structured templates are being developed to facilitate these conversations, and training will be provided to guide these meetings.

4.6. **Accessible Team Building Activities and Social Events**

Accessible team-building activities and social events will be organized by the Social Committee and managers, and based on employees input, to promote well-being, team cohesion, and fun. A budget will be provided by The Depot.

4.7. **The HR Support Committee (HRSC)**

The HRSC monitors workplace culture at The Depot, reporting concerns while maintaining confidentiality and organizational hierarchy. Culture health is assessed through staff surveys, feedback, observations of interactions and leadership practices, exit interviews, recognition tracking, retention and turnover rates, inclusion and diversity metrics, and evaluation of workspaces to promote collaboration and wellness. The committee also ensures that policies and strategies align with best practices for a healthy, equitable, and supportive work environment.

4.8. **Group Health Insurance Benefits**

[Group Health Insurance](#) is available for employees working 28 hours or more with a one-year contract minimum¹. The health benefits package is subject to annual review. The Group Health Insurance includes an Employee Assistance Program which provides a range of benefits and external support.

4.9. **Wellness days**

Nine (9) Wellness Days are offered. These are a combination of personal and sick days. The goal of combining these days is to provide more flexibility to employees to take days when they are needed and without requiring any justification. When possible, advance notice of Wellness Days should be given to the employee's supervisor, as per the [Guidelines on telecommuting and absences](#).

4.10. **Work schedule and time off**

4.10.1. The Depot is closed annually between Christmas and New Years. This is in addition to any vacation time.

¹ This is the minimum requirement set by the group insurance provider.

- 4.10.2. Since 2023, The Depot closes annually for one-week during the month of August. The purpose of this closure is to enable all employees the time to disconnect. This time off is paid based on the working hours outlined in the employee contract or any approved arrangements (e.g., reduction or increase in hours) and does not affect the employee's vacation balance.
- 4.10.3. Employees are entitled to vacation and scheduled office closures as per their contracts. All employees are encouraged to take their vacation days to rest and recharge.
- 4.10.4. Flexible schedules are available based on role and organization demands. The general expectation is to work on site. The standard work schedule is seven hours per day. The office is open from 9 AM to 4:30PM, and program space hours align with the programming schedule listed on our website. Any schedule adjustments must be discussed and approved by your supervisor and stream manager, considering your role and program requirements. Work from home is also possible and must comply with the [guidelines on telecommuting and absence](#) .

5. Roles and Responsibilities

To achieve these commitments, our roles and responsibilities must be clearly defined, specifying which actions and responsibilities fall within the scope of organizational reach and which must be supported through external resources. The success of these strategies and the long-term well-being of The Depot's team relies on the contributions of the board of directors, management team, supervisors, and all employees. The following overview outlines the roles and responsibilities of individuals based on their positions, ensuring accountability.

5.1. Board of Directors

- Prioritize staff wellness in strategic and financial planning, improving the compensation package (salary increases, RRSP matching, vacation, wellness days, and health insurance).
- Prioritize staff development in strategic and financial planning.
- Ensure legal compliance.
- Maintain an understanding of operations and staff realities.

5.2. All employees (Directors, managers, coordinators, support staff)

- Adhere to and promote wellness strategies, provide feedback, and support a culture of care and dialogue.

- Set boundaries, assess personal needs, seek training when needed, and report work-related issues.
- Contribute feedback on wellness and collaborate on follow-up plans.

5.3. Directors

- Lead staff wellness planning, support strategy implementation, and model healthy behaviors.
- Monitor and mitigate workplace stressors, ensure manageable workloads, and advocate for wellness based on operational and financial realities.
- Revise annual wellness plan revisions and provide leadership support for staff.

5.4. Managers and Supervisors

- Implement wellness strategies and tailor them to team needs.
- Foster a supportive work culture and model healthy behaviors.
- Encourage breaks, time off, and task delegation, as applicable.
- Share information about available mental health resources, such as Employee Assistance Programs (EAPs).
- Assist with return-to-work processes and monitor long-term absences.
- report issues to directors and during manager meetings.
- Stay attuned to team needs and adjust leadership as needed.
- A designated Lunch and Breaks Area will be created to provide a quiet space for lunch and breaks away from a high-stimulation environment.

6. Evaluation and Review Mechanisms

The Wellness Plan will be evaluated and reviewed biennially by the HR Support Committee and brought to the Directors team if there are any changes to propose. The review will assess the effectiveness of the plan in meeting employees' wellness needs and will include time during a staff meeting for staff to provide feedback about those needs.

To further gauge the success and identify new pathways, a wellness-related question will be included in our employee engagement survey, which is conducted every 2 years. The plan will be adapted as necessary based on feedback and the outcomes of the biannual review.