



HEALTHY WORKPLACE INITIATIVE FUND PROGRAM

INCLUSIVE WELLBEING

Implementation Instructions

- Due to the unique nature of each idea, please ensure that you speak with the Workplace Program Wellbeing Programs Specialist for additional implementation assistance where required.
- Attention should be paid to items not covered by the fund. Reimbursement will not be made for any items purchased that fall within the list of excluded purchases.

As you plan your initiative here are some key reflections and important questions to consider

- Consider positionality and power dynamics as you plan and implement your initiative.
- Consider how you will create a space for opinions, preferences and experiences to be shared safely.
- Determine if your initiative could have a positive or negative impact on the wellbeing of equity-deserving team members:
 - How does your initiative affect health equity for those from equity-deserving groups / marginalized populations in your unit/department?
 - Identify ways to reduce potential negative impacts and amplify the positive impacts
 - How will you invite timely feedback regarding the initiative and the activities you plan?
 - How will you measure the success of your initiative and report back to your unit/department?
- Review the Accessible and Inclusive Event Planning Guide to ensure that your activities, workshops, and events are equally accessible to and inclusive for all participants. You can find the guide here: equity.ubc.ca/resources/accessible-and-inclusive-event-planning



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Funds can be used for:

- Room rental fees
- Instructor or facilitator fees
- Workshop costs
- Food, catering, cooking classes, kick-off/wrap-up events (not to exceed \$800)
- Prizes, incentives, or trophies (to not exceed \$500)
- Promotional material (to not exceed \$100)
- Small equipment purchases (to not exceed \$500) *
- Transportation/mileage(to not exceed \$200)

Funds cannot be used for:

- Operational expenses
- Hiring of UBC faculty/staff as instructors, to coordinate or support the program
- Items that fall within the responsibility of the department to provide
- Renovations, furniture, artwork or special equipment purchases
- Individual monetary reimbursements for gym memberships/fitness classes/entry fees
- Charitable donations in either an employee's name or the department's name
- The purchase of gift cards or certificates of any denomination (these are considered taxable benefits by the CRA and are not permitted under UBC's purchasing guidelines for gifts/prizes)





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Toolkits to support the implementation of your initiative

- [Activate Wellbeing Toolkit](#)
- [Indigenous Strategic Plan \(ISP\) Implementation Toolkit](#)
- [Activating Inclusion Toolkit](#)
- [Intersectional Approaches to Mental Health Education](#)

Resources:

UBC HR Health and Wellbeing

[Okanagan Workplace Health & Wellbeing](#)

[Center for Workplace Accessibility](#)

UBC [Workplace Learning offerings](#)

