



## Healthy Workplace Initiatives Program

### Innovative New Idea

Total Funding Awarded: as per your award notification email



## Your Role

By implementing a new and innovative health initiative you are demonstrating a commitment to wellbeing in your workplace. You are taking an active role in creating healthy and sustainable communities at UBC.

## Approved Uses of Healthy Workplace Funding

- Prizes, incentives, or trophies (to not exceed \$500)
- Food, catering, cooking classes, food and nutrition related apps (not to exceed \$500)
- Promotional material (to not exceed \$100)
- Transportation/mileage<sup>1</sup> (to not exceed \$200)
- Room rental fees
- Instructor or facilitator fees
- Workshop costs
- Kick-off/wrap up the event (food/catering cost to not exceed \$500)

*\*All equipment purchased (including pedometers) must remain the property of the hosting department/unit. They must be returned and accounted for at the end of 1 year and cannot remain in the possession of individuals.*

## Non-approved uses Healthy Workplace funding

- 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:
  - stereo or electronic equipment
  - fitbits/jawbones or other fitness tracking devices
  - 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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<sup>1</sup> It should follow Policy FM8 Business Expenses ([https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Business-Expenses-Policy\\_FM8.pdf](https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Business-Expenses-Policy_FM8.pdf)) and related documents



## Implementation Instructions

- Due to the unique nature of each innovative 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.

## Best Practices and Additional Resources

- [Workplace Health Challenges: How To](#)
- [Healthy Activity Ideas](#)
- [Vij's Kitchen: Faculty of Land and Food Systems \(UBCV\)](#)
- [Take Action Health Challenge Guide](#)
- [Globe and Mail 30 Day Health Challenge](#)

## Supplemental activities

**30 Day Online Mindfulness Challenge** (Free to UBC staff, faculty UBCV & UBCO)

<http://hr.ubc.ca/mindfulness>

**MoveU Crew (UBCV):** Looking for a stretch break to add to a long meeting or retreat? Want an enthusiastic guide for a team walk? Book the MoveU Crew for free! <http://www.recreation.ubc.ca/get-moving/moveu-crew/>