



## Healthy Workplace Initiatives Program Team Health Challenge

Total Funding Awarded: as per your award notification email



## Your Role

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

## The Benefits of Workplace Health Challenges

- Health challenges that incorporate physical activity have shown positive effects on exercise levels, overall health, burnout and job satisfaction.
- Team-based challenges have been proven as very effective methods of creating healthier people and healthier workplaces.
- Participants who take part in health challenges report higher levels of willingness to improve lifestyle behaviours and a greater self-reported quality of life.

## Approved Uses of HWIP Health Challenge Funding

- Food, catering, cooking classes, food and nutrition related apps (not to exceed \$500)
- Promotional material (to not exceed \$100)
- Small equipment purchases (to not exceed \$300) \*
  - Includes pedometers but excludes Fitbit/jawbones.
- Transportation/mileage\*\* (to not exceed \$200)
- Room rental fees
- Instructor or facilitator fees
- Workshop costs
- Kick-off/wrap up event
  - Maximum expense/person permitted for hospitality & entertainment: Daytime (up to 6:00pm) \$40/person; Evening \$80/person

*\*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.*

\*\* 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 (<https://universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/documents-related-to-business-expense-policy/>)



## Non-approved uses of this funding

- Operational expenses
  - The hiring of UBC faculty/staff as an instructor, 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)
  - Small kitchen appliances
- Weight loss/ "biggest loser" based challenges
  - The healthy eating challenge is not created to track weight loss nor be a weight loss challenge<sup>1</sup>.

## Implementation Instructions

- Survey potential participants to determine preferences for activities to maximize participation
- Possible challenges:
  - [Stair challenge](#)
  - Step/walking challenge
  - [Healthy eating challenge](#)
  - Water challenge
  - Get creative!
- Options for implementation:
  - Run each challenge separately for 4-6 weeks over the period of one year
  - Run more than one challenge at once (e.g., healthy eating and water) for 4-6 weeks, followed by a break and then run it again. People can try and beat their scores.
  - Run the challenges in teams or for individuals. Alternately, people could track both and prizing can be awarded based on team points and individual points
- Prizing and Awards:

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<sup>1</sup> <https://blog.wellable.co/2017/05/01/facts-vs-fiction-bmi-values>



- Important to award participation and compliance in addition to performance
- Consider including spirit awards, awards for sticking with the challenge the whole way, awards for most improved, etc....

### Examples to Support Implementation

**Healthy UBC's Pick Your Peak Stair Challenge toolkit:** Information and details that can be used to run your own!

#### **Healthy Eating challenge toolkit**

#### **UBC's Walkabout: 9-week walking program**

Information that can be used to run your own!

#### **Staff and Faculty Sports Day-Vancouver**

#### **Staff and Faculty Sports Day-Okanagan**

### Best Practices and Additional Resources

#### **Workplace Health Challenges: How To**

#### **Healthy Activity Ideas**

#### **Take Action Health Challenge Guide**

#### **Globe and Mail 30 Day Health Challenge**

#### **Vij's Kitchen: Faculty of Land and Food Systems (UBCV)**

#### **UBC Botanical Gardens- Educational Programs**

### Supplemental activities

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

**LIFT Session Virtual Fitness** (Free to UBC staff, faculty UBCV & UBCO through Employee and Family Assistance Program-EFAP)

**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/>