



UBC Health and Wellbeing External Service Provider Guidelines

UBC Health, Wellbeing and Benefits (Human Resources) requires that the following criteria be met when contracting the services of an external provider or contractor.

The following guidelines are required for workshops, classes or initiatives that will run for longer than 1 hour or for multiple sessions. One-off, 1-hour workshops are excluded.

These guidelines have been developed based on the [UBC Statement of Respectful Environment for Students, Faculty and Staff](#) in which we operate from a work environment based in respect, civility, diversity, opportunity and inclusion.

[1] General Requirements:

- Coverage through a professional association (and be in good standing) or hired through an employer who offers these services.
- In the absence of coverage through a professional association or through an employer, service providers must provide proof of private coverage
- All insurance coverage must be at least \$5 million.
- UBC must be added to the certificate of insurance (of the service provider) if the services are to last longer than one day.
- Proof of registration, membership or certification in the proposed area of expertise from a recognized association or institute.
- In the absence of a contract through an employer, service providers must provide references for participants who have attended previous sessions or past employers in the area of expertise.
- Proof of completion of UBC's [Preventing and Addressing Bullying and Harassment Training](#), before services can begin.



[2] Cancellations:

- Service providers are required to provide a minimum of 24 hours' notice in the event of a cancellation.

[3] Service Provider:

- Must acknowledge that the External Service Provider Guidelines are understood and met through a signature provided on this form.
- Must ensure that supporting documents listed in the External Service Provider Guidelines are submitted to a Health, Wellbeing and Benefits representative or a Healthy Workplace Initiatives Program administrator before services can begin.

[4] Health, Wellbeing and Benefits representative or HWIP administrator

- Must provide a signature on this form to confirm the receipt of all required service provider documentation.
- This form must be signed by both parties before services can begin.

Service Provider

Name: _____

Signature: _____

Date: _____

UBC Representative

Name: _____

Signature: _____

Date: _____