



HEALTHY WORKPLACE INITIATIVE FUND PROGRAM

INNOVATIVE NEW IDEA

Funds can be used for:

- 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) *includes pedometers but excludes Fitbit/jawbones fitness tracker
- Transportation/mileage (to not exceed \$200)
- Room rental fees
- Instructor or facilitator fees
- Workshop costs

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 possession of individuals

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.

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)

