

## Section 3 - Policy

Policy development is an important part of any Comprehensive Workplace Health Program.

Commitment to physical activity is best demonstrated to employees by establishing a Physical Activity Policy. Establishing a policy reflects a long term commitment to employees and can boost the workplace culture!

Sample policies can be found in the attached pages. Use these to start integrating physical activity into the workplace and create a positive, active culture!

### Suggestions:

- Flexible working hours
- Active living facility subsidy program
- Promotion of active breaks
- Installing shower facilities
- Promotion active transportation to work
- Fitness space and equipment
- Active living education sessions or library resources

**Download these samples to assist with policy development for physical activity in the workplace.**

**Policy Sample**  
Policy: Physical Activity at Work  
Approved by: \_\_\_\_\_  
Effective: day/month/year  
Policy #: \_\_\_\_\_  
Revised: \_\_\_\_\_

**PREAMBLE:**  
Regular physical activity is known to have positive impacts on health. In 2012, the Canadian Society for Exercise Physiology developed the Canadian Physical Activity Guidelines for adults (18-64 years). Making positive change and supporting physical activity can lead to improved employee health and well-being. This leads to improved employee satisfaction and commitment, and contributes to a more productive workforce.

**POLICY:**  
(Company Name) is committed to creating a work environment that promotes and supports employee efforts to be physically active during their working and in our community.  
(Company Name) will support Employee Wellness Committee driven opportunities that:  
• Increase employee awareness of the health benefits of being physically active  
• Support and encourage physical activity for employees while at work

**SCOPE:** all employees of (company name)

**PROCEDURE:** All employees will have access to (choose all those that are appropriate, can be accomplished and are sustainable for your organization):  
• create facilities (i.e. showers, change rooms, bike racks) and fitness equipment to be used free of charge  
• cost sharing, or reimbursement of offsite fitness centre fees up to a maximum of \$200 (or whatever amount company decides) per year, with submission of receipts  
• encourage breaks to reduce prolonged sitting; stretch breaks, walking/break-taking meetings  
• flex time to accommodate participation in physical activity  
• programs/activities of the employees choice or as offered on work time  
• regular educational sessions/programs and resources offered on topics related to physical activity, as well as regular reminders of the importance of eating healthy and physical activity while at work  
• rewards through an incentive program

PDF (133 KB)

**Policy Sample**  
Policy: Increasing Physical Activity  
Approved by: \_\_\_\_\_  
Effective: day/month/year  
Policy #: \_\_\_\_\_  
Revised: \_\_\_\_\_

**PREAMBLE:**  
Regular physical activity is known to have positive impacts on health. In 2012, the Canadian Society for Exercise Physiology developed the Canadian Physical Activity Guidelines for adults (18-64 years). Making positive change and supporting physical activity can lead to improved employee health and well-being. This leads to improved employee satisfaction and commitment, and contributes to a more productive workforce.

**POLICY:**  
(Company Name) is committed to creating a work environment that promotes and supports employee efforts to be physically active during their working and in our community.  
(Company Name) will support Employee Wellness Committee driven opportunities that:  
• Increase employee awareness of the health benefits of being physically active  
• Support and encourage physical activity for employees while at work

**SCOPE:** all employees of (company name)

**PROCEDURE:** This (name of workplace) will support opportunities to increase Physical Activity as follows:  
• Provide opportunities for physical activity breaks during meetings (e.g. adding physical activity breaks to agendas)  
• Support flexible schedules to encourage time for physical activity prior to, during and/or after work  
• Encourage breaks to reduce prolonged sitting; stretch breaks, walking/break-taking meetings (provide access to stretch rooms, provide walking maps)  
• Provide leadership in promoting physical activities (i.e. Physical Activity Challenges, Incentive Challenges) and being a role model.

PDF (121 KB)

**For support with developing a comprehensive workplace program, modifying an existing workplace policy or to create a new physical activity policy contact the Middlesex-London Health Unit, Healthy Communities & Injury Prevention Team at 519-663-5317 ext. 2220**

## Resources

For more information on Workplace Health-Policy Development including samples of policies, visit [Workplace Health –Policy Development](#)

<http://www.healthunit.com/workplace-policy-development>

The Physical Activity Resource Centre (PARC) has created a Policy Workbook called the [Workbook for Influencing Physical Activity Policy](#) and follows The Health Communication Unit's (THCU) eight-step policy development model.

<http://parc.ophea.net/resource/policy-workbook>

The [Alberta Centre for Active Living- Physical Activity @ Work](#) provides information on how policies can support an active workplace and can help keep everyone active.

<http://www.ualberta.ca/~active/workplace/ideas/policy.html>

# Policy Sample

Policy: **Physical Activity at Work**

Policy #

Approved by:

Effective: day/month/year

Revised:

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## PREAMBLE:

Regular physical activity is known to have positive impacts on health. In 2011, the [Canadian Society for Exercise Physiology](#) developed the [Canadian Physical Activity Guidelines](#) for adults 18-64 years. Making positive change and supporting physical activity can lead to improved employee health and well-being. This leads to improved employee satisfaction and commitment, and contributes to a more productive workforce.

## POLICY:

(*Company Name*) is committed to creating a work environment that promotes and supports employee efforts to be physically active during their workday and in our community.

(*Company name*) will support Employee Wellness Committee driven opportunities that:

- increase employee awareness of the health benefits of being physically active
- Support and encourage physical activity for employees while at work

**SCOPE:** all employees of (*company name*)

**PROCEDURE:** All employees will have access to (choose all those that are appropriate, can be accomplished and are sustainable for your organization);

- onsite facilities (i.e. showers, change rooms, bike racks) and fitness equipment to be used free of charge
- cost sharing, or reimbursement of offsite fitness centre fees up to a maximum of \$200 (or whatever amount company decides) per year, with submission of receipts
- encourage breaks to reduce prolonged sitting; stretch breaks, walking breaks/walking meetings
- flex time to accommodate participation in physical activity
- programs/activities of the employees choice or as offered on work time
- regular educational sessions/programs and resources offered on topics related to physical activity, as well as regular reminders of the importance of eating healthy and physical activity while at work
- rewards through an incentive program

# Policy Sample

Policy: **Increasing Physical Activity**

Policy #

Approved by:

Effective: day/month/year

Revised:

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## PREAMBLE:

Regular physical activity is known to have positive impacts on health. In 2011, the [Canadian Society for Exercise Physiology](#) developed the [Canadian Physical Activity Guidelines](#) for adults 18-64 years. Making positive change and supporting physical activity can lead to improved employee health and well-being. This leads to improved employee satisfaction and commitment, and contributes to a more productive workforce.

## POLICY:

(*Company Name*) is committed to creating a work environment that promotes and supports employee efforts to be physically active during their workday and in our community.

(*Company name*) will support Employee Wellness Committee driven opportunities that:

- increase employee awareness of the health benefits of being physically active
- Support and encourage physical activity for employees while at work

**SCOPE:** all employees of (*company name*)

**PROCEDURE:** This (*name of workplace*) will support opportunities to increase **Physical Activity** as follows:

- Provide opportunities for physical activity breaks during meetings (e. g. adding physical activity breaks to agendas)
- Support flexible schedules to encourage time for physical activity prior to, during and/or after work
- Encourage breaks to reduce prolonged sitting; stretch breaks, walking breaks/walking meetings (provide access to stretch videos, provide walking maps)
- Provide leadership in promoting physical activities (i.e. Physical Activity Challenge, Incredible Chase) and being a role model