

Terms of Reference

Wills Transfer Wellness Committee

WHO WE ARE Established in 2022, the Wellness Committee is a volunteer collective of Wills Transfer Ltd employees with an interest in actively working towards the development, promotion and supporting of an organizational Wellness culture among fellow employees in their workplace. Together members contribute to the planning, implementation, and evaluation of workplace wellness initiatives. The Wills Transfer Human Resources department oversees the budget and ensures feedback opportunities through the Employee Engagement Survey.

MANDATE (MISSION, VISION & SCOPE)

Mission: The Wellness Committee is designed to promote the holistic well-being of Wills Transfer employees by creating an organizational wellness culture that is accessible and inspires growth.

Vision: Our vision is that Wills Transfer would be a workplace that collectively supports every employee in cultivating a lifestyle that leads to their greater Physical, Mental/Emotional, Social, Spiritual, Environmental, Vocational, and Intellectual wellness.

Scope: The scope of the Wellness Committee is to pursue our vision and mission limited by our definition of Wellness. **Wellness** is defined as an active process of becoming aware of and making choices to cultivate a healthy and fulfilling life. The Wellness committee recognizes that wellness is necessarily a holistic endeavor with many interconnected dimensions of wellness; some primary and some secondary. We recognize the **Primary Dimensions** of Wellness as foundational to all dimensions of wellness; they are Physical and Mental/Emotional wellness. We also recognize additional **Secondary Dimensions** of Wellness as Social, Spiritual, Environmental, Vocational, and Intellectual. (See further definitions below)

KEY OBJECTIVES & INITIATIVES

To facilitate the integration of a workplace wellness culture by using comprehensive wellness promotion strategies that include our Three Prong Approach, which are specific to the monthly theme:

- 1) Ask – Inspire employees by challenging and encouraging active participation in initiatives
- 2) Resource/educate – provide information highlighting opportunities for making healthy lifestyle choices to develop the knowledge and skills to support healthy living.
- 3) Give – an accessible gift or resource that supports the month’s theme, such as prizes, snacks, garden soil, Applications, or other tools for supporting wellness

Some examples of workplace wellness initiatives currently promoted and supported include, but are not limited to the following:

- Gratitude month October
- stretches
- Movember
- Branch Community Gardens
- Be Present December

Proposed Annual Schedule (Primary Dimensions and one Secondary Dimension on rotation):

January- Physical

February- Mental/emotional

March- Secondary

April- Physical

May- Mental/emotional

June- Secondary

July- Physical

August- Mental/emotional

September- Secondary

October- Physical

November- Mental/emotional

December- Secondary

MEMBERSHIP

As a member of the committee, you will have the opportunity to help build a work environment that supports fellow employees and their individual pursuit of growth in wellness.

All members are expected to:

- Attend scheduled meetings, and respond to meeting invitations indicating their intention to attend or not
- Be involved in the planning, execution, and evaluation of key initiatives
- Provide ongoing feedback to the chairpersons on matters relating to the team and future capacity building opportunities

The chairpersons are expected to:

- Attend and chair all meetings
- Ensure that meetings are scheduled and all members are invited
- Ensure that meeting agenda and previous meeting minutes are distributed to members
- Ensure meeting content and initiatives are within the scope of the committee mandate
- Provide direction for the committee at the start of each year
- Speak on behalf of or represent the committee in consultation with the membership
- Perform other duties as identified and agreed to by the chairperson and the committee

Branch Ambassadors are expected to:

- Attend and actively participate in all meetings
- Ensure that initiatives are supported at their local branch
- Ensure that initiatives are communicated in full to their branch manager as well as coworkers
- Ensure that they are available to receive wellness-related feedback or ideas from other employees at their branch, and that they are aware of how committee initiatives are received by other employees at their branch.
- Assess accessibility of initiatives for their local branch and report problems to committee or cochairs
- Provide the committee with updates on their branch (participation, reception, feedback, needs, etc)

Other Roles: The following supportive roles will be filled by current members • Committee Oversight Manager (e.g., support governance, leadership, budget approval) • blogger (eg. Communication, writing)

Onboarding: A meeting will be scheduled with the cochairs and applicant to verify fit. The new member will be provided with an overview of the committee's previous work, and any other resources required for a smooth transition.

Resignation: All resignations from the committee shall be submitted in writing (e.g., email) to the Chairpersons. In the event that one of the Chairpersons decides to resign, they shall submit their intentions to resign in writing to the other co-chair and notify the committee at the next meeting.

MEETINGS

Frequency: Meetings will be scheduled monthly, unless the committee decides that an alternative frequency is warranted due to exceptional circumstances; there will be an effort to accommodate most members at each meeting. Ambassador updates will also be on a monthly basis, spaced apart from the meetings.

Duration: Meeting lengths will generally vary from 20minutes to 40 minutes depending on the number of agenda items requiring attention. Updates will generally vary from 15-20minutes depending on the number of items being reported.

Decision-making: The committee will strive for consensus. The chairpersons will meet with the Committee Oversight Manager to reach a decision when there is no clear agreement on a key matter or decision.

Format/Platform: Virtual meetings will be used primarily for all meetings.

Minutes/Agenda: Within one (1) week of each meeting, minutes will be distributed and/or made available to all committee members; an agenda will be distributed within two (2) days of the next scheduled meeting.

FURTHER DEFINITIONS

Primary Dimensions:

Physical Wellness – Encompasses nutrition, sleep, exercise, weight management and other self-care habits to enhance health and prevent disease across the lifespan. (Examples: nutrition- whole eating, exercise/stretching, drinking water, rest, medical awareness/disease prevention, highlighting benefits that can help physical health... massage/physio/glasses/dental, steps challenges)

Mental and Emotional Wellness – How we relate to our thoughts and feelings in response to our life's occurrences. Emotional well-being entails the ability to experience a wide range of emotions and the facility to express and cope with emotions; signified by emotional balance rather than a constantly positive emotional state. Mental well-being entails the ability to be aware of our thoughts and the facility to control and direct them. These two aspects of wellness are inextricably interconnected. Together they also include stress management. (Examples: meditation, mantras, coping with stress/ emotional awareness workshops or resources, mindfulness/positive thinking/ growth mindset activities or resources, mental health awareness and resources, cultivating calming activities like puzzles/knitting/crafting/woodworking)

Secondary Dimensions:

Intellectual Wellness – Involves an appreciation and enthusiasm for lifelong learning, which promotes engagement in intellectually stimulating activities throughout the lifespan as well as the utilization of accumulated knowledge and experience for the greater good. (examples: activities fostering creativity/curiosity, boosting cognitive functioning and memory... crossword puzzles, Sudoku, trivia challenges)

Environmental Wellness – Includes an awareness of the interdependence between ourselves and our environment, which includes both being in nature and having an environment in which one feels comfortable and nurtured. (examples: Get outside initiatives, safety initiatives, or employee lounge area initiatives)

Social Wellness – Refers to the ability to create and sustain meaningful relationships with others throughout life. These relationships may include a spouse/partner, family, friends, co-workers, and acquaintances with common bonds such as community. (examples: pay it forward/acts of kindness challenges, community volunteering or charity, listening skills/relationship workshops or resources)

Vocational Wellness – Involves understanding one's abilities, skills, and knowledge base and integrating those things with the kind of work found most meaningful and satisfying. Work is defined broadly as encompassing employment, volunteer activities, and other creative pursuits. (examples: fostering hobbies and activities, self-assessment of talents and skills resources, career path workshops or resources)

Spiritual Wellness – Finding meaning and higher purpose in human existence. Includes reflecting on one's values and beliefs, coming to terms with one's existence, and ordering one's experiences and choices around these understandings. The actualization of spiritual wellness can vary greatly among individuals and may or may not be expressed through a religious lens. (Examples: meaningful/purposeful life resources or workshops, gratitude activities, existential mindfulness exercises)