

Policy Title	Employee Support Program		
Date of Issue	October 18, 2011	Related Procedure	AP 7215-D; AP 7220-D; AP 7225-D; AP 7230-D
Revision Dates	February 21, 2012 (rev. Rationale-Strategic Plan); October 1, 2012; February 21, 2017	Related Forms	
Review Date	February 1, 2022	Originator	Board of Trustees
References			
Ontario Human Rights Code; Occupational Health & Safety Act; Workplace Safety and Insurance Act; Employment Standards Act; Municipal Freedom of Information and Protection of Privacy Act			

1.0 RATIONALE

- 1.1 Bluewater District School Board policies will support and provide direction necessary to achieve the board's Vision, Mission and Strategic Plan priorities.
- 1.2 Bluewater District School Board is committed to creating and maintaining a healthy workplace through its Employee Support Program (ESP) and recognizes the valuable contributions that all employees of varying capabilities bring to the educational organization. Three elements of a healthy workplace are: **psychosocial school board environment, healthy life choices, and health, safety and prevention**. This strategy combines both prevention and intervention to achieve the goals of personal and workplace wellness.
- 1.3 In order to carry out the board's mandate, regular attendance is an expectation of employment and it is an essential duty of every employee. The board's ESP is a comprehensive program aimed at positively supporting the health of employees and the organization. The board will establish and maintain an effective system to provide workplace accommodation

2.0 DEFINITIONS

Health, Safety & Prevention can also be referred to as Occupational Health and Safety and is defined as reducing work-related injury, illness and disability by addressing ergonomics, air quality, as well as environmental and chemical hazards in the workplace.

Healthy Life Choices can be defined as reducing the risk and incidence of worker illness by addressing lifestyle behaviours such as physical activity, healthy eating, healthy weights, tobacco product cessation and drug/alcohol use.

Psychosocial School Board Environment is the link between the school board environment or culture and the personal/mental well-being of employees. It can also be referred to as the organizational culture of a workplace and can be defined as factors that affect the interaction between people, their work and the organization such as communication, beliefs, values and norms, worker attitudes and perceptions, job satisfaction, job control and decision making, and work-life balance.

3.0 POLICY

- 3.1 This Employee Support Program (ESP) policy will be supported by Disability Support, Attendance Support and Wellness Programs. Bluewater District School Board's ESP is consistent with the Ontario Human Rights Code, the Occupational Health and Safety Act, the Workplace Safety and Insurance Act, Employment Standards Act and the Municipal Freedom of Information and Protection of Privacy Act.**
- 3.2 The program is intended to accomplish the following objectives:**
- i. Promote employee wellness taking into consideration the three elements of a healthy workplace: psychosocial school board environment, healthy life choices, and health, safety and prevention;**
 - ii. Develop board-wide disability and attendance support practices, procedures and standards that are consistently applied; and**
 - iii. Ensure that clear guidelines are set out so that responsibilities of the workplace parties can be carried out consistently in a fair and equitable manner.**

4.0 SYSTEM EXPECTATIONS

- 4.1 Every employee is expected to contribute productively to the goals of the organization to the extent of his or her ability.**
- 4.2 The board will provide support to employees who are absent from work through its Disability and Employee Support Programs (ESP) and proactive use of measures such as wellness and lifestyle enhancements.**
- 4.3 The board will apply the ESP in a manner consistent with the Ontario Human Rights Code, the Workplace Safety and Insurance Act and other applicable legislation in place to accommodate the individual needs of employees and assist them in the performance of their duties.**