



Healthy Workplace Awards 2022

Gord Smith Healthy Workplace Awards Application Package

PRESENTED BY:



RISING STAR

Choose **ONE (1)** wellness topic and provide evidence of:

- Promotion/Awareness Raising activity
- Education and/or Skill-Building activity
- Environmental/Administrative Support activity
- Statement of your employer's commitment to employee wellness

(Note: Workplaces may only apply for this award level for up to two years.)

BRONZE

Choose **TWO (2)** wellness topics and provide evidence of:

- Promotion/Awareness Raising activity
- Education and/or Skill-Building activity
- Environmental/Administrative Support activity
- Evaluation of any of the above activities (ONE topic only)
- Informal Supportive Policy (ONE topic only)
- Statement of your employer's commitment to employee wellness

SILVER

Choose **THREE (3)** wellness topics and provide evidence of:

- Promotion/Awareness Raising activity
- Education and/or Skill-Building activity
- Environmental/Administrative Support activity
- Evaluation of any of the above activities (TWO topics only)
- Formal Supportive Policy (ONE topic only)
- Informal Supportive Policy (ONE topic only)
- Statement of your employer's commitment to employee wellness

GOLD

Choose **FOUR (4)** wellness topics and provide evidence of:

- Promotion/Awareness Raising activity
- Education and/or Skill-Building activity
- Environmental/Administrative Support activity
- Evaluation of any of the above activities (THREE topics only)
- Formal Supportive Policy (TWO topics only)
- Informal Supportive Policy (ONE topic only)
- Comprehensive Wellness Program (including formal policy)
- Statement of your employer's commitment to employee wellness

PLATINUM

Choose **FIVE (5)** wellness topics and provide evidence of:

- Promotion/Awareness Raising activity
- Education and/or Skill-Building activity
- Environmental/Administrative Support activity
- Evaluation of any of the above activities (FOUR topics only)
- Formal Supportive Policy (THREE topics only)
- Informal Supportive Policy (ONE topic only)
- Comprehensive Wellness Program (including formal policy)
- Statement of your employer's commitment to employee wellness

Please indicate below which level of award you intend to apply to:

- Rising Star** **Bronze** **Silver** **Gold** **Platinum**

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Application Instructions

Important Notes

- The activities described in your application should have taken place within the last 12 months
- Activities may be repeated for up to two (2) topics/requirements only
- Policies may be used for multiple topics/requirements
- Please do not submit any private or identifying information such as photos or names of employees who participated in activities, without proof of their consent (it may therefore be necessary to redact some of the information contained in evidence)

AWARD LEVELS AND CRITERIA OVERVIEW

Award Level >>>	PLATINUM	GOLD	SILVER	BRONZE	RISING STAR
Criteria					
Promotion/Awareness Raising	5 Topics	4 Topics	3 Topics	2 Topics	1 Topic
Education and/or Skill Building	5 Topics	4 Topics	3 Topics	2 Topics	1 Topic
Environmental and Administrative Supports	5 Topics	4 Topics	3 Topics	2 Topics	1 Topic
Evaluation	4 Topics	3 Topics	2 Topics	1 Topic	N/A
Policies (Formal)	3 Topics	2 Topics	1 Topic	N/A	N/A
Policies (Informal)	1 Topic	1 Topic	1 Topic	1 Topic	N/A
Comprehensive Wellness Program	Required	Required	N/A	N/A	N/A
Wellness Statement	Required	Required	Required	Required	Required

This application can be filled out online via fillable PDF, and is to be submitted online at <https://windsorsex.cmha.ca/working-toward-wellness/healthy-workplace-awards-2/> by **October 7, 2022.**

RISING STAR

1. Choose ONE wellness topic that you have focused on throughout the year.

Name of Topic:

2. Based on your wellness topic, provide evidence of ONE of the following health promotion strategies:

ONE activity you have completed in Awareness Raising

Name of Activity:

ONE activity you have completed in Education or Skill Building

Name of Activity:

ONE activity you have completed in Environmental Support

Name of Activity:

Please provide evidence in the form of pictures, screenshots, electronic documents, or other proof for at least ONE activity or measure that was used by your organization the above health promotion strategies:

PLEASE VISIT <https://www.surveymonkey.com/r/HWA22risingstar> TO SUBMIT EVIDENCE

RISING STAR

3. WELLNESS STATEMENT SUBMISSION

ONE statement of employer's commitment to wellness

200-word write-up that highlights **ONE** of your wellness activities

Please provide evidence in the form of pictures, screenshots, electronic documents, or other proof for at least ONE statement that was used by your organization to commit to wellness:

PLEASE VISIT <https://www.surveymonkey.com/r/HWA22risingstar> TO SUBMIT EVIDENCE

BRONZE

1. Choose TWO wellness topics that you have focused on throughout the year.

Name of Topic:

Name of Topic:

2. Based on your wellness topic, provide evidence of the following health promotion strategies:

TWO activities you have completed in Awareness Raising

Name of Activity:

Name of Activity:

TWO activities you have completed in Education or Skill Building

Name of Activity:

Name of Activity:

TWO activities you have completed in Environmental Support

Name of Activity:

Name of Activity:

Please provide evidence in the form of pictures, screenshots, electronic documents, or other proof for at least ONE activity or measure that was used by your organization the above health promotion strategies:

PLEASE VISIT <https://www.surveymonkey.com/r/HWA22bronze> TO SUBMIT EVIDENCE

BRONZE

3. Provide evidence of evaluation you completed for ONE of the activities you listed in the section above

Name of Activity:

Please provide evidence in the form of pictures, screenshots, electronic documents, or other proof for at least ONE evidence of evaluation that was used by your organization to commit to wellness:

PLEASE VISIT <https://www.surveymonkey.com/r/HWA22bronze> TO SUBMIT EVIDENCE

4. Supportive policy requirement:

ONE Informal Supportive Policy to one wellness topics chosen

Name of Policy:

Please provide evidence in the form of pictures, screenshots, electronic documents, or other proof for supportive policies that were used by your organization to commit to wellness:

PLEASE VISIT <https://www.surveymonkey.com/r/HWA22bronze> TO SUBMIT EVIDENCE

BRONZE

5. WELLNESS STATEMENT SUBMISSION

ONE statement of employer's commitment to wellness

200-word write-up that highlights **ONE** of your wellness activities

SILVER

1. Choose THREE wellness topics that you have focused on throughout the year.

Name of Topic:

Name of Topic:

Name of Topic:

2. Based on your wellness topics, provide evidence of the following health promotion strategies:

THREE activities you have completed in Awareness Raising

Name of Activity:

Name of Activity:

Name of Activity:

THREE activities you have completed in Education or Skill Building

Name of Activity:

Name of Activity:

Name of Activity:

SILVER

THREE activities you have completed in Environmental Support

Name of Activity:

Name of Activity:

Name of Activity:

Please provide evidence in the form of pictures, screenshots, electronic documents, or other proof for activities or measures that was used by your organization the above health promotion strategies:

PLEASE VISIT <https://www.surveymonkey.com/r/HWA22silver> TO SUBMIT EVIDENCE

3. Provide evidence of evaluation you completed for TWO of the activities you listed in the section above

Name of first Activity:

Name of second Activity:

Please provide evidence in the form of pictures, screenshots, electronic documents, or other proof for at least ONE evidence of evaluation that was used by your organization to commit to wellness:

PLEASE VISIT <https://www.surveymonkey.com/r/HWA22silver> TO SUBMIT EVIDENCE

SILVER

4. Supportive policy requirement:

Provide **ONE** Formal Supportive Policy.

Name of Policy:

ONE Informal Supportive Policy.

Name of Policy:

Please provide evidence in the form of pictures, screenshots, electronic documents, or other proof for supportive policies that were used by your organization to commit to wellness:

PLEASE VISIT <https://www.surveymonkey.com/r/HWA22silver> TO SUBMIT EVIDENCE

SILVER

5. WELLNESS STATEMENT SUBMISSION

ONE statement of employer's commitment to wellness

200-word write-up that highlights **ONE** of your wellness activities

GOLD

1. Choose **FOUR** wellness topics that you have focused on throughout the year.

Name of Topic:

Name of Topic:

Name of Topic:

Name of Topic:

2. Based on your wellness topic, provide evidence of the following health promotion strategies:

FOUR activities you have completed in Awareness Raising

Name of Activity:

Name of Activity:

Name of Activity:

Name of Activity:

FOUR activities you have completed in Education or Skill Building

Name of Activity:

Name of Activity:

Name of Activity:

Name of Activity:

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GOLD

FOUR activities you have completed in Environmental Support

Name of Activity:

Name of Activity:

Name of Activity:

Name of Activity:

Please provide evidence in the form of pictures, screenshots, electronic documents, or other proof for at least ONE activity or measure that was used by your organization the above health promotion strategies:

PLEASE VISIT <https://www.surveymonkey.com/r/HWA22gold> TO SUBMIT EVIDENCE

GOLD

3. Provide evidence of evaluation you have completed for THREE of the activities you listed in the section above

Name of first Activity:

Name of second Activity:

Name of third Activity:

Please provide evidence in the form of pictures, screenshots, electronic documents, or other proof for at least ONE evidence of evaluation that was used by your organization to commit to wellness:

PLEASE VISIT <https://www.surveymonkey.com/r/HWA22gold> TO SUBMIT EVIDENCE

4. Supportive policy requirement:

Provide **TWO** Formal Supportive Policies

Name of **Policy 1**:

Name of **Policy 2**:

ONE Informal Supportive Policy.

Name of Policy:

ONE comprehensive workplace wellness policy.

Name of Policy:

Please provide evidence in the form of pictures, screenshots, electronic documents, or other proof for supportive policies that were used by your organization to commit to wellness:

PLEASE VISIT <https://www.surveymonkey.com/r/HWA22gold> TO SUBMIT EVIDENCE

GOLD

5. WELLNESS STATEMENT SUBMISSION

ONE statement of employer's commitment to wellness

200-word write-up that highlights **ONE** of your wellness activities

PLATINUM

1. Choose FIVE wellness topics that you have focused on throughout the year.

Name of Topic:

Name of Topic:

Name of Topic:

Name of Topic:

Name of Topic:

2. Based on your wellness topic, provide evidence of the following health promotion strategies:

FIVE activities you have completed in Awareness Raising

Name of Activity:

Name of Activity:

Name of Activity:

Name of Activity:

Name of Activity:

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FIVE activities you have completed in Education or Skill Building

Name of Activity:

Name of Activity:

Name of Activity:

Name of Activity:

Name of Activity:

FIVE activities you have completed in Environmental Support

Name of Activity:

Name of Activity:

Name of Activity:

Name of Activity:

Name of Activity:

Please provide evidence in the form of pictures, screenshots, electronic documents, or other proof for activities or measures that was used by your organization the above health promotion strategies:

PLEASE VISIT <https://www.surveymonkey.com/r/HWA22platinum> TO SUBMIT EVIDENCE

PLATINUM

3. Supportive policy requirement:

Provide **THREE** formal supportive policies in total - ONE policy for each of the three wellness topics chosen

Name of **Policy 1:**

Name of **Policy 2:**

Name of **Policy 3:**

ONE Informal Supportive Policy.

Name of Policy:

ONE comprehensive workplace wellness policy.

Name of Policy:

Please provide evidence in the form of pictures, screenshots, electronic documents, or other proof for supportive policies that were used by your organization to commit to wellness:

PLEASE VISIT <https://www.surveymonkey.com/r/HWA22platinum> TO SUBMIT EVIDENCE

PLATINUM

5. WELLNESS STATEMENT SUBMISSION

ONE statement of employer’s commitment to wellness

200-word write-up that highlights **ONE** of your wellness activities

END OF APPLICATION