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## Working Environment Working Group

### Terms of Reference

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#### **Purpose:**

- Draft strategic recommendations based on the feedback received during the development of the Health and Wellbeing Framework 2020-21. The draft strategic recommendations for the working environment are to be completed by March 2022 and submitted to the Health and Wellbeing (H&W) Task Force for review in April 2022.

#### **Scope:**

- The draft Working Environment strategic recommendations will be developed using the *Health and Wellbeing Framework* and the recommendations of the *Psychological health and safety in the workplace – Prevention, promotion, and guidance to staged implementation*.

#### **Role of Working Group Members:**

- Develop and prioritize a range of strategic actions/recommendations to be included in the draft three-year Health and Wellbeing Strategic Plan for the H&W Task Force and Executive Sponsors' consideration.
- Provide broad perspective of the working environment beyond institution.
- Consider actions that will benefit all employee groups and the diversity of the employees working at the College (e.g. Indigenous, International, employees with accessibility needs, LGBTQ2+, etc.).
- Actively engage in all Working Group discussions and provide timely review of written materials.

#### **Meetings:**

- There will be approximately seven (7) formal Working Group meetings scheduled between October and April.
- Meetings will be via MS Teams, in person or a hybrid of the two.
- Someone from the working group will be asked to write meeting notes and post on the Health and Wellbeing Working Environment Channel.
- There is the potential for additional work beyond April 2022, if follow-up is required after the draft Health and Wellbeing Strategic Plan is submitted.

#### **Principles to Guide Our Work Together:**

In order for us to work well together, the following principles will guide us:

- All voices need to be heard – Everyone has a voice
- Respectful interaction – All opinions matter. There is no right or wrong. Listening and being curious, not judging.
- A chance to bring forward anything we have missed (open and flexible)
- Caring for self. It is important to give yourself permission to choose how you engage, and to be aware of your needs.
- Confidentiality – What is said here, stays here. What is learned here, leaves here. We shall be aware, conscious and sensitive to information that is shared with our group and how we share it.

**Membership**

Membership on the Working Environment Working Group will include:

**Health and Wellbeing Task Force Member Representatives:**

Shannon Howe, Human Resources Consultant

Doris Silva, Director of Student Affairs

**CUPE Representatives:**

Kristy Brons, Recruitment Officer, Communications and Marketing

Sylvia Maher, Senior Administrative Assistant, Student Services

**Faculty Association Representatives:**

Erin Aasland Hall, Department Head, Business and University Studies

TBA Faculty Rep

**Consultative Groups as needed:**

Students – Community Leaders, Student Life Street Team, Student Associations Reps

Contractor staff – Pita Wrapbit, Security

Indigenous Navigator