



Windsor-Essex Catholic District School Board

Section: **Human Resources**

Policy: **Employee Wellness Program**

**H:02**

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## **POLICY**

The Windsor-Essex Catholic District School Board strongly believes in the well-being of its employees and is committed to helping their employees to maximize their human potential through the development of a comprehensive Employee Wellness Program (E.W.P.).

The Board recognizes that the personal and work-related problems of its employees can impact work performance and the quality of life. To assist employees in the resolution of such problems, a program of confidential, voluntary counseling has been developed.

The Employee Assistance Program (E.A.P.) will be delivered and managed by an external provider with offices located away from the workplace but accessible to all Windsor-Essex Catholic District School Board employees and their immediate family. The Board recognizes the individual employee's right to privacy and ensures the confidentiality of the Employee Assistance Program, within the limits of the law.

The Windsor-Essex Catholic School Board recognizes the contributions provided by the Employee Wellness Program Committee comprised of representatives of all employee groups and supports their endeavours.

## **PROCEDURES**

1. The Board will tender Employee Assistance provider services as required.
2. Contract services for an Employee Assistance Program will be paid by the Board.

Approved by the Board: June 23, 1998

**Amended by the Board: May 25, 2004**

Related Policy:

Related Board Committee: Board

Policy Review Date: As needed