



UNIVERSITY OF
CALGARY

Sustainable Offices: Health, Wellbeing and Community Badge Checklist



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Welcome to the Sustainable Offices Health, Wellbeing and Community Badge Checklist! The United Nations has outlined **17 Sustainable Development Goals (SDGs)** to address global challenges such as poverty, inequality, climate change and more. The third Sustainable Development Goal, Good Health and Wellbeing, asks us to create the social and environmental conditions that make it possible for ourselves and our communities to thrive.

We spend approximately one-third of our lives in the office. Therefore, making changes to prioritize our wellbeing and to care for one another at work contributes significantly to this SDG and our quality of life. Luckily, there are many ways for us to do this. experts at the **University of Waterloo have identified at least nine dimensions of our lives that contribute to our overall sense of wellness**, including physical, intellectual, emotional, relational, vocational, cultural, spiritual, financial and environmental factors. An improvement in any one of these areas is likely to have a positive influence overall.

This checklist is slightly different than the other badges by requiring more personal reflection and analysis. It is more about learning and self-improvement rather than task completion. Use this checklist and UCalgary's suite of Staff Wellness resources, such as the **Campus Mental Health Strategy** as a guide to implementing workplace wellness practices that help foster health, job satisfaction and connection. Check to see if there is already a **Wellness Advocate Committee** in your office before initiating the badge and connect with them. If there is no committee in place and you are interested in the Wellness Advocate program, please reach out to the **WellBeing and WorkLife Advisor in Staff Wellness** as a resource.

How to Use this Checklist:

- Lead your colleagues to complete all required action items on the Health, Wellbeing and Community Badge Checklist over a period of at least three months. There is a section on the completion form to enter the start and end date.
- Use the checklist to keep track of your successes and new habits as you go, checking off all action items that you have completed.
- **To learn more about how and why to achieve each action item listed in the Checklist, click the icon in the "How/Why?" column. Use the supporting documents in the appendix as needed.**
- To earn the Health, Wellbeing and Community Badge, complete all four required action items.
- To earn a gold Health, Wellbeing and Community Badge, complete the four required items and one of the two exemplary action items.
- When you are ready to submit your form, please collect brief testimonials from three different members of your office to illustrate the impact of your efforts on your office. Use the testimonials page in this PDF document or attach a separate word document to your final email to sustain@ucalgary.ca
- A representative from the Office of Sustainability will review your checklist within one week. When it is approved, you will be sent a confirmation email with the virtual badge, and your physical Health, Wellbeing and Community badge decal will be made available for pickup at the Sustainability Resource Centre.

Certification Levels



Health Wellbeing and Community
Badge: All Required actions



Gold Health, Wellbeing and Community Badge: All
Required and one of the two Exemplary actions





Need more information?

For more information, tools and supporting resources, consult the **Sustainable Offices website**. If you have any questions or comments about the Sustainable Offices program, please contact sustain@ucalgary.ca.

Sustainable Offices Health, Wellbeing and Community Badge Checklist

Required action items

Complete these four action items to earn a Health, Wellbeing and Community Badge.

1. We had a discussion as an office to determine our Health, Wellbeing and Community baseline.	Why/How?
<ul style="list-style-type: none">As a Sustainability Committee, either build and circulate a brief survey or have a critical discussion with everyone in the office unit to understand where your starting point is. Use the information gathered to identify the office's unique strengths and areas where there can be growth.	
2. We host events, initiatives or informal activities that enhance health and wellbeing in our workplace.	Why/How?
<ul style="list-style-type: none">Using the results of the Health, Wellbeing and Community baseline (completed in action item one), choose at least one of the nine dimensions of wellness as the focal point for an event, initiative, or informal activity.Plan and execute an event or initiative that will enhance this dimension of health and wellbeing in the workplace. There are many different ways that this could be done- coffee chats, taking a strengths based test, or participating in a larger event are all options- whatever works best for the participants needs. This can also be an individual task or something done as a group. If individual, staff should discuss their experience with two others. Include a description of the event, initiative or informal activity in the testimonials.	
3. We host events, initiatives or informal activities that help build community in our workplace.	Why/How?
<ul style="list-style-type: none">Based on the results of the Health, Wellbeing and Community workplace baseline (completed in action item one), choose one of the following focus areas to reflect upon and learn more about:<ul style="list-style-type: none">Recognizing and responding to microaggressionsLGBTQ2S+ inclusionDecolonization and reconciliationBuilding a culture of consentBystander intervention skillsPlan and execute an event, initiative, or informal activity that will build community awareness and capacity around the issue selected by the members of the workplace. <p>This could be a one-time meeting where everyone in the office watches an educational resource and discusses as a team, or a personal mission where staff pursue research on their own and then discuss their journey with two colleagues. Include a description of the event, initiative or informal activity in the testimonials.</p>	
4. We prioritize learning about health, wellbeing and community as part of our professional development.	Why/How?
<p>Ensure that 70% of the office members have completed one or more of the following courses:</p> <ul style="list-style-type: none">The Working Mind (WellBeing and WorkLife, 4.5h for employees, 6.5h for reports-to-managers)The Inquiring Mind (Wellness Services. 2h for undergraduate students)The Story of ii'ta'poh'to'p (Indigenous Strategy, online, 1h)Indigenous Relations Training (Writing Symbols Lodge, 3 days)Enhancing a Culture of Respect in the Workplace (HR, 3h)An Introduction to Sustainability (Sustainability Strategy, online 1h)	

Exemplary action items

Complete one of these two additional action items to earn a gold Health, Wellbeing and Community Badge.

5. We have a Recognition Champion and/ or have identified at least one way to build regular recognition into our workplace culture | Exemplary action item

Why/How?

- Work together as an office to develop a recognition system for when colleagues achieve certain accomplishments. Execute on the selected recognition methods for achievements.



6. We have a Wellness Advocate and/or we participate in a Wellness Committee. | Exemplary action item

Why/How?

- The office either has a Wellness Advocate/ Wellness Committee or is in the process of establishing one to promote resources and services offered by the university to help with wellness.



Testimonies

Health, Wellbeing and Community Badge testimonies, feedback and stories

Collect brief testimonials from three different members of your office to illustrate the impact of your efforts. The testimonies should include an explanation of the specific initiatives, events, or informal activities your office enacted within the course of the badge, and how working through it impacted the person.

Testimony 1

Testimony 2

Testimony 3

Health, Wellbeing and Community Badge Completion Form

Instructions

After your office has completed all of the required items in the Health, Wellbeing and Community Badge Checklist, please fill out the Completion Form below. Email your completed Checklist .pdf to the Sustainability Resource Centre at sustain@ucalgary.ca. We look forward to celebrating your office for its sustainability leadership!

Sustainable Office details

Name of department or office:

Name of faculty or business unit:

Location of office:

Number of Sustainable Office participants: Staff
 Faculty
 Students

Has any of the above information changed since you submitted your Sustainable Offices Registration Form? If so, please explain briefly below.

Lead program contact details

Name:

Role, department/office, faculty/business unit:

Email and telephone number:

Date badge was started:

My signature below confirms that, to the best of my knowledge, all action items marked as "Complete" in this form have been practiced by at least 75 per cent of the people on our team/ in our office for at least three months.

Lead program contact signature:

Date badge was completed:

Appendix A: How/Why Section

1. We have a discussion as an office to determine our Health, Wellbeing and Community baseline.

Why?

Every member of the office will have unique ideas and concerns about how to make the workplace a healthier and more supportive environment. Consulting as broadly as possible before engaging will help identify avenues for action that resonate with coworkers' needs. This only needs to be done once for badge completion, but offices can choose to implement it as a regular practice.

Supporting Resources:

Appendix B: Health, Wellbeing and Community Baseline Questions
Nine Dimensions of Wellness

How?

Using the [Health, Wellbeing and Community Baseline Questions](#) as a guideline, create and distribute a survey using UCalgary Qualtrics, or hold a focus group using the questions to stimulate conversation. Office size and how easily discussions flow among colleagues needs to be considered before choosing a method. Allowing anonymous responses in the survey may yield more nuanced and in-depth feedback which will allow a better understanding of office member's needs. Ensure participants know the purpose of the survey, how their input will be used and where the information will be stored. This information does not need to be shared with anyone outside of the immediate office.

2. We host events and initiatives that enhance health and wellbeing in our workplace.

Why?

We are complex beings. Many factors – physical, emotional, social, spiritual, intellectual, environmental financial and more – contribute to our overall sense of wellbeing. Improving our wellbeing in one area can have a positive impact on our connections to other parts of ourselves.

As an organization, the workplace may excel in one or more areas and have room to grow in others. For example, some offices may have a strong culture around taking walking meetings to promote physical health but struggle to make time to celebrate one another's milestones and achievements. Hosting an event or starting an ongoing initiative that explores different dimensions of workplace health and wellness will enrich the office's understanding of how you can help each other thrive at work. These events or campaigns can make people uncomfortable, but that is a key element in learning and growth. When people put themselves in a new situation or try to shift their perspective, they leave their comfort zone and open to the opportunity of improving their health, wellbeing and community.

How?

Review the information gathered from the baseline and select one of the [nine dimensions of wellness](#) to focus on. Then, use the Ideas document as a starting place to brainstorm ideas for events or initiatives. These activities could be educational or social in nature: examples include booking a conference room on Fridays for lunchtime yoga or mindfulness sessions, encouraging office members to learn a new skill/ hobby, or holding a plant drive to green up the office environment.

Once direction has been set, plan and execute an event or initiative that fits with the office's unique needs and goals for wellness. These activities are to help aid in learning and personal growth- there is no right or wrong way to approach it. Get creative and have fun! You are not limited to the Ideas provided in Appendix C, it is just a starting place.

Supporting Resources:

[UWaterloo: Nine Dimensions of Wellness](#)
[Appendix C: Event, Initiative and Casual Activity Ideas](#)

We host events, initiatives or informal activities that help build community in our workplace.

Why?

When we feel comfortable bringing our whole selves to work, we report higher levels of wellbeing, engagement and satisfaction in the work that we do. These benefits have a ripple effect that impacts our entire office: for instance, [research done by the CEO of Accenture¹](#) found that workplaces with inclusive cultures are six times more likely to be innovative and resilient in the face of change than workplaces without them.

While there's no one-size fits all recipe for building an inclusive community at work, all workplaces would benefit from addressing the institutional barriers to full and equitable inclusion common across most North American organizations. Taking deliberate steps to build competency around recognizing and addressing microaggressions or adopting a more nuanced understanding of how to prioritize consent in workplace relationships, will help create a stronger workplace community for all.

Supporting Resources:

[Appendix D: Guiding Questions](#)
[Event, Initiative and Casual Activity Ideas](#)

[Office of Equity, Diversity and Inclusion Workshops](#)

[Office of Sexual Violence Support: Workshops](#)
[Indigenous Strategy Office](#)

How?

As a Sustainability Committee, use the [Guiding Questions in Appendix D](#) to assist in discussing the chosen topic. This guide will help to establish why this area needs to be built up, and determine everyone's current thoughts, desired outcomes, questions and concerns. The guide has questions to consider before the event or initiative, and ones for debrief after completion.

Following the initial discussion, design an event or initiative that fits with the needs and goals that have been mapped out. Depending on the workplace, there may be a need to initiate new program development or hiring processes, schedule a workshop or training session, embed new learning into protocols and procedures or set new office-wide goals for future professional development. [Consult Event, Initiative and Casual Activity Ideas in Appendix B](#) for inspiration and don't hesitate to reach out to subject-matter experts for more support.

[Skipping Stone / Calgary Queer Arts Society](#)
[Anti-racism \(SU page\)](#)
[519 Toolkit for LGBTQ2S+](#)
[Microaggressions in the workplace](#)

4. We prioritize learning about health, wellbeing and community as part of our professional development.

Why?

Members of the UCalgary community can access a wealth of valuable on-campus training opportunities, many of which have been developed with our unique context as staff members in mind. Encouraging broad participation in these on-campus or virtual courses will help diffuse the skills needed to build healthy workplace communities throughout offices. It is beneficial to continuously pursue education and help create the best possible work environment for all.

Supporting Resources:

[The Working Mind](#)
[The Story of ii'ta'poh'to'p](#)
[Indigenous Relations Training](#)
[Enhancing a Culture of Respect in the Workplace](#)
[An Introduction to Sustainability](#)

How?

You can include a question about course participation in the Health, Wellbeing and Community workplace baseline to gather data about how many members of the office have already completed one or more of these courses. Then, consider creative ways to build buy-in for this action item with the office's sponsor and/or senior leadership. Some facilitators, like those in WellBeing and WorkLife, can offer workshops directly to units with many participants. The systematic inclusion of these courses as part of the workplace's annual performance goals will be a more effective way to promote broad participation than voluntary registration.

1: <https://www.accenture.com/ca-en/about/inclusion-diversity/gender-equality-innovation-research>

5. We have a Recognition Champion and have Identified at least one way to build regular recognition into our workplace culture

Why?

When people get recognition for what they do, they feel valued for the work they have completed and validated in their skills. When people feel valued, they are more satisfied and more likely to keep working hard and doing their best. Recognition can also improve workplace relations, people's appreciation for each other and create a friendly workplace environment.

Supporting Resources:

Human Resources - Recognition
Recognition Toolkit

How?

Collaborate as an office to decide how accomplishments will be recognized and celebrated in the workplace and settle on an official list. For example, when part of the team has completed a large project, send them a congratulations or thank you card. Assigning someone in the office to be the Recognition Champion can help. The Recognition Champion program is run by HR and has clear guidelines and resources for support. The role of Recognition Champion is to: Increase recognition across classifications; Tailor recognition practices to our environment; contribute to a grass-roots movement of recognition; and try to facilitate better relationships.

6. We have a Wellness Advocate and/or we participate in a Wellness Committee.

Why?

Having this role or committee will help instill health, wellbeing and community benefits in the long-term. Having a wellness advocate program reduces employee stress, improves overall health and creates a safe and healthy work environment. This leads to benefits for the organization such as higher employee productivity, improved workplace morale and culture and an enhanced awareness of resources.

Supporting Resource(s):

Wellness Advocate Program
Wellbeing and Worklife Resources

How?

Either assemble a committee or designate a person within the office to be in charge of promoting existing wellness programs, implementing new ones and providing resources/services on campus and in the community. Use the Wellness Advocate Program to help guide the decision of what tasks the committee or advocate will execute, and what kind of support members in the office environment need from this exemplary item.

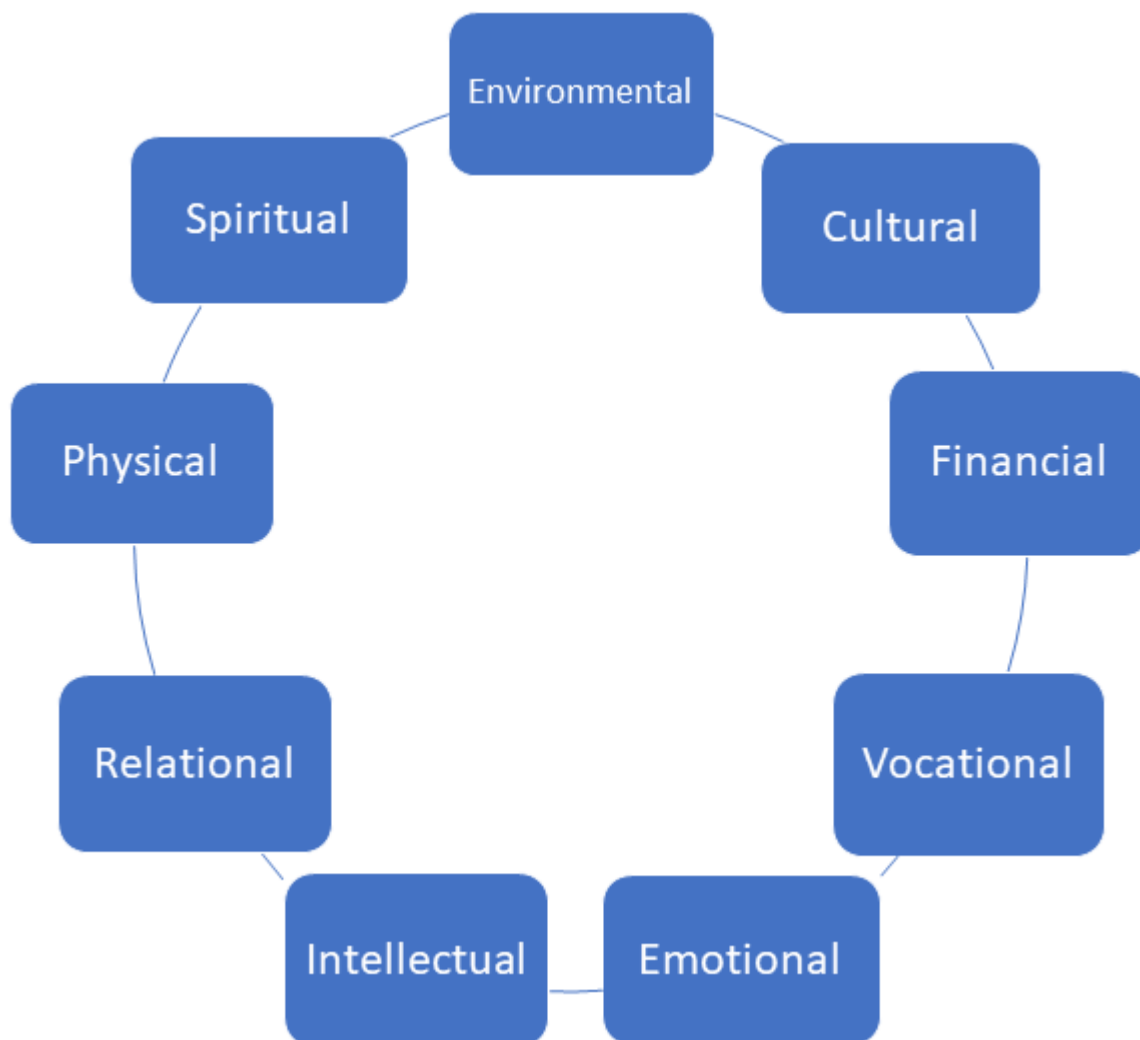
Health, Wellbeing and Community Baseline Questions

Use the following questions to put together a survey or hold a discussion about health, wellbeing and community needs the office may have. Make sure participants know what the information collected is being used for, who will have access to it and if the responses will be anonymous or not.

The nine dimensions of wellness are Physical, Intellectual, Emotional, Relational, Vocational, Cultural, Spiritual, Financial, and Environmental. You can read more about the nine dimensions of wellness [here](#).

1. Which of the nine dimensions of wellness is your office promoting well? What actions are being taken to do this dimension well?
2. Which of the nine dimensions could be improved? Why do you think that these dimensions need more support?
3. Do you feel that your office needs educational resources about community topics? If yes please state which.
 - a. E.g. LGBT2S+ inclusion, recognizing and responding to microaggressions, decolonization and reconciliation, building a culture of consent, and bystander intervention skills
4. What other Health, wellbeing and community topics do you think your office needs to prioritize in the future when planning events/ meetings?
5. What wellness and community related courses and training have you completed at your time at the university?
 - a. E.g. Respect in the Workplace, The Story of li'ta'poh'to'p, Indigenous Relations training, The working mind, Introduction to Sustainability, etc.

Health, Wellbeing and Community: Event, Initiative and casual activity Ideas



Cultural

- As an office, volunteer locally
 - e.g. Humane society, mustard seed, United Way, etc.
- Watch an educational video related to a community topic
 - recognizing and responding to microaggressions, LGBTQ2S+ inclusion, decolonization/ reconciliation, building a culture of consent, bystander intervention skills
 - e.g. Defining Diversity and Inclusion https://www.youtube.com/watch?v=p7hCzBnb_TU
 - e.g. Difference between men and women <https://www.youtube.com/watch?v=lrYx7HaUIMY>
- Become familiar with the UCalgary Indigenous strategy and attend events
 - <https://www.ucalgary.ca/indigenous>
- Consult the First Nations Mental Wellness Continuum Framework. The Framework addresses mental wellness among First Nations in Canada, it identifies ways to enhance service coordination among various systems and supports culturally safe delivery of services
 - <https://thunderbirdpf.org/first-nations-mental-wellness-continuum-framework/>

Emotional

- As an office, do a trust or self-esteem building exercise
 - <https://www.tinypulse.com/blog/the-ultimate-list-of-team-building-activities>
- Reflect on personal mental health at home and in the workplace. Are there aspects of your life where mental health can improve?
 - https://www.who.int/mental_health/in_the_workplace/en/
- Take a workshop hosted by WellBeing and WorkLife
 - [The Working Mind](#)
- Share the Link for the Employee and Family Assistance Plan
 - <https://www.ucalgary.ca/risk/staff-wellness/wellbeing-worklife/employee-family-assistance-plan>
- Create a culture of open communication. Work towards making sure everyone is comfortable expressing how they feel.
 - <https://hr.nd.edu/assets/52816/emotionsatwork.pdf>
- Have a virtual scavenger hunt to find and become familiar with the following resources on the UCalgary website:
 - Employee and Family Assistance Plan
 - WellBeing and WorkLife
 - Campus Mental Health Strategy
 - WellBeing Workshops and Programs
 - Student Wellness Services

Environmental

- Complete other sustainable offices badges
 - Energy& Emissions, Purchasing, Meetings and Waste
- Hold a plant drive
- Block out time to pick up trash around the UCalgary campus
- Follow the Office of Sustainability [Facebook](#) and [Instagram](#) to stay up to date and informed about sustainability on campus, or sign up for the monthly Sustainable Campus Network Newsletter
 - <https://www.ucalgary.ca/sustainability/get-involved/get-involved/faculty-and-staff-opportunities>
- Hold an office used clothing/textile drive. Donate the good condition items and put the rest in the textile recycling bins on campus.

Financial

- Fundraise for a cause your office cares about
- Run a food drive to donate to the campus or Calgary food bank
- Set personal financial goals
 - <https://moneymentors.ca/>

Intellectual

- As an office, hold a meeting about growth mindset
 - <https://hbr.org/2016/01/what-having-a-growth-mindset-actually-means>
- Hold team jeopardy or trivia, pick categories that are of interest to participants
 - e.g. Classic rock, Canadian politics, pop culture, etc.
- Look into learning a new skill or hobby during personal time to reduce stress
- Take advantage of the Tuition support provided to UCalgary staff for continuing education in academic credit courses
 - <https://www.ucalgary.ca/hr/benefits-pension/tuition-support>

Physical

- Have walking meetings
- Hold physical activity competitions like a steps or activity challenge
- Individually reflect on your sleep routines. Make commitments to improve them and discuss
- Share healthy/ tasty recipes and snacks
- Set up your work from home space to be more ergonomic
 - <https://www.ucalgary.ca/hr/wellness/occupational-health/ergonomic-program>

Relational

- Communication strengthening activity such as “back- to- back drawing”
 - <https://positivepsychology.com/communication-exercises-for-work/>
- Regular board game sessions over lunch periods
- Pair off members of the office who do not know each other well and have them get coffee, go for a walk, etc.
 - <https://www.cbc.ca/life/wellness/how-to-make-friends-as-an-adult-1.4360834>
- Read this educational article on microaggressions and appropriate speech in the workplace and then discuss. Do not undermine how colleagues feel about certain examples.
 - <https://www.businessinsider.com/build-empathy-avoid-microaggressions-at-work-2021-3>

Spiritual

- As a team do group practice mindfulness and reflection, this can also be done in one’s personal time
 - <https://www.ucalgary.ca/risk/staff-wellness/wellbeing-worklife/workshops-programs/mindfulness>
- Try these exercises in boosting optimism, which can help with spiritual balance
 - <https://psychcentral.com/blog/5-ways-to-boost-optimism/>
- Organise a hike or get together in a park or on a trail
- Set up a quiet space in the workplace for employees to reflect, meditate, or pray

Vocational

- Set professional goals both as an office and individually. Use the SMART goals framework
 - <https://www.ucalgary.ca/hr/training-development/connect-perform/goal-setting>
- Take professional development courses offered to UCalgary staff
 - <https://www.ucalgary.ca/hr/training-development>
- Take [LinkedIn Learning](#) courses to further develop skills
- Discuss with manager/ supervisor about what tasks can make your role more purposeful or meaningful
- Get involved in [Campus as a Learning Lab](#) projects on to develop mentorship skills
- As an office read a professional development book and discuss how to apply its advice. E.g. The five Dysfunctions of a Team by Patrick Lencioni or Grit by Angela Duckworth.

Additional Resources

- Safer substance use
 - <https://ucalgary.ca/safer-substance-use/ucrc>
- Listen to the Mindfulness podcast
 - <https://ucalgary.ca/podcasts/ucalgary-mindfulness>
- Understanding grief and loss
 - <https://ucalgary.ca/mentalhealth/get-support/grief-and-loss>

Health, Wellbeing and Community Badge: Guiding Questions

Action Item 3: We host events and initiatives that help build community in our workplace.

Use the questions in this guide to have discussions surrounding the chosen community topic. The first half of this guide supports the development of the event or initiative, and the debrief section should be used after.

Please discuss the following questions as a group:

1. How did your Office conclude that this was the topic you wanted to focus on?
2. Why is this topic important to your office community? How would you communicate the importance of your topic to someone who may be skeptical?
3. What assumptions do you have about this topic before you explore it?
4. What questions do you have about this topic?
5. What is the best approach for working on this topic? What initiative should you do? An office wide activity such as a workshop? Individual learning? Other?
6. What kind of supporting resources would you like to use? (e.g. Film/ video, scholarly article, training workshop)
7. What results would you like to see from your event or activity? How will you measure success?
8. Do you have any concerns about holding this initiative?

Debrief

In advance of the debrief, consider gathering feedback from the participants to inform any reporting requirements by leadership and future initiatives that will be planned.

1. What went well?
2. Were you successful by the measures you determined?
3. Did you encounter any problems during your event or initiative? If yes how did you solve them?
4. What would you change for the next time you do an initiative or event?