

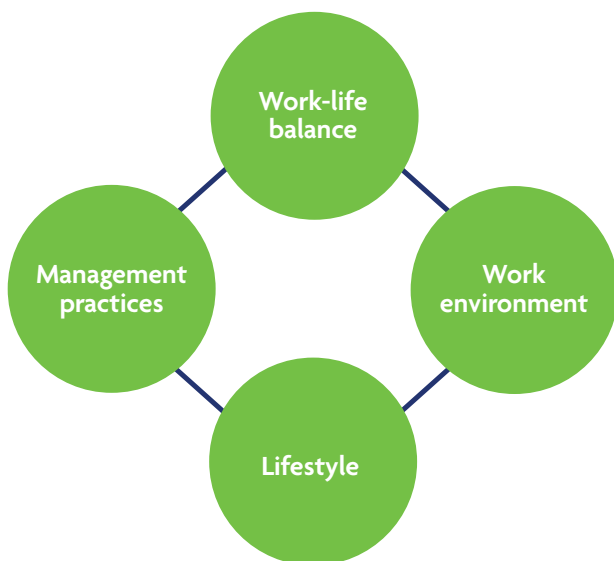
The *Healthy Enterprise* Standard at a Glance

CAN/BNQ 9700-800/2020

Healthy Enterprise — Prevention, Promotion and Organizational Practices Contributing to Health and Wellness in the Workplace

The *Healthy Enterprise* standard, a Healthy Enterprises Group initiative developed by the Bureau de normalisation du Québec (BNQ), is now recognized as a National Standard of Canada by the Standards Council of Canada. It sets out a reference framework that provides businesses and employees with a voluntary and structured approach to creating and maintaining a healthy workplace.

The choice of interventions is based on the priority needs of employees as revealed by data collected in four spheres of activity that are recognized for their significant impact on health and wellness in the workplace:



The three levels of engagement proposed in the standard allow for the progressive implementation and improvement of practices.



A certification program that recognizes your actions

Certification is an indication of the priority you place on the health and wellness of your employees and your commitment to act in a socially responsible manner. It instils a sense of pride and trust in your employees, customers, and community.

The *Healthy Enterprise* standard and certification are for organizations of any size and industry that wish to take steps to bolster the physical and psychological health of their employees.

The standard and certification process are downloadable free of charge at bnq.qc.ca. Upon request, we will promptly provide you with an estimated budget for obtaining certification.

For more information:

bnqes@bnq.qc.ca

1-800-386-5114

A preventive, pragmatic, and positive approach

	Healthy Enterprise	Healthy Enterprise ELITE	Healthy Enterprise ELITE +
MANAGEMENT'S COMMITMENT	Communication of intention		
	Policy – Values and engagement		
	Risk determination and control		
	Measures to foster return to work	Measures to foster return to work and employee retention	
	Role and responsibilities of the management representative		
	Responsibilities of managers in regard to employee health		Two key objectives of manager evaluation
	Training of management representative		
	Training of executive team and managers		Skills development plan for managers
	Time allocated to employees; tie-in with strategic planning		
	HEALTH AND WELLNESS COMMITTEE (HWC)	Mandate and objectives	
Roles and responsibilities			
Names of committee members provided to employees			
Committee composition reflects the various job and management categorie			
Meetings (at least 4 per year)		Training of committee members	
DATA COLLECTION	Confidentiality		
	Collect every 2 or 3 years: A) Data on the four spheres of activity (from employees) B) Administrative data	Collect every 2 or 3 years: A) Data on the four spheres of activity (from employees)* B) Administrative data*	Collect every 2 or 3 years: A) Data on the four spheres of activity (from employees)** C) Data on management's commitment Collect annually: B) Administrative data**
	Prepare report(s) using data collected	Prepare report(s) using data collected	Prepare report(s) using data collected** including segmentation and analysis of changes in data collected in B)
	Present the report(s) on data collection findings to management and the HWC	Present report(s) on data collection findings to management and the HWC	Present report(s) on data collection findings from A)** and B)** to management and the HWC
	Communicate data collection findings A) to employees within 6 months of the start of collection	Communicate data collection findings A)* to employees within 6 months of the start of collection	Management presents to and discusses with employees the findings from A)**
ACTION PLAN	General objectives		
	At least 1 priority need and 2 key interventions	At least 2 priority needs and 4 key interventions	At least 3 priority needs and 6 key interventions
	Review and approval (at least once a year)		
	Each intervention includes a measurable participation objective and other information		
EVALUATION	HWC prepares an annual summary report on the findings of the intervention evaluation and presents it to management		HWC prepares an annual summary report on the findings of the intervention evaluation* and presents it to management
	Planning and execution of an annual review of the initiative		
	Qualitative evaluation of the initiative Written summary of the annual review of the initiative		Written summary includes an assessment of the achievement of general objectives
	Management communicates to employees (at least once a year) the summary report intervention evaluation	Management communicates to employees (at least once a year) the written summary and report on the intervention evaluation*	
			Management presents to and discusses with employees the findings of the intervention evaluation* and achievement of general objectives

Requirements legend:

- Applies to all three levels of engagement
- Applies to the Elite and Elite+ levels
- Applies to the Elite+ level

- * With more comprehensive content
- ** With even more comprehensive content