

Wellness Committee Code of Conduct

The Wellness Committee serves as a cornerstone in cultivating a healthy and supportive environment, while also championing the organization's wellness program. To uphold the integrity and effectiveness of our efforts, it is essential for all members to adhere to a Code of Conduct that promotes respect, professionalism, inclusivity, and collaboration.

1. Respect and Inclusion

- Treat all participants with dignity and respect, regardless of their position, background, or viewpoints.
- Practice active listening, ensuring that every voice is heard and valued without interruptions.
- Embrace and celebrate the diversity of perspectives, experiences, and backgrounds within our committee and the wider organization.
- Conduct all interactions and communications within the committee with grace, empathy, and inclusivity, fostering an environment where every member feels respected and empowered to share their thoughts and opinions.

2. Professionalism

- Uphold professional standards consistently throughout all interactions and activities.
- Refrain from engaging in disruptive behaviour, using inappropriate language, or making derogatory remarks.
- Maintain focus during meetings by keeping cell phones and computers off, unless they are being utilized for meeting-related purposes.

3. Punctuality

- Arrive promptly and adhere to the scheduled agenda to ensure the efficient use of time.
- Arrive on time for the meeting to allow for a prompt start, ensuring the efficient use of time, and minimizing disruptions.
- Notify the committee chair or relevant members in advance if unable to attend a meeting, providing reasons for absence and any relevant updates or contributions.
- Come prepared for meetings by reviewing agendas, documents, or materials provided in advance, ensuring smooth and efficient discussions.
- Respect time limits set for agenda items and discussions, avoiding unnecessary prolongation of meetings and ensuring all topics are adequately addressed within the allocated time.

4. Participation

- Engage actively in discussions and contribute constructively to the meeting objectives.
- Encourage participation from all attendees and ensure everyone has the opportunity to share their perspectives.

5. Conflict Resolution

- Handle disagreements and conflicts in a respectful and professional manner.
- Seek common ground and focus on finding solutions rather than escalating tensions.

- If unable to handle tensions respectfully, kindly remove yourself from the meeting. Failure to do so may result in a request for removal by the meeting facilitator.

6. Compliance

- Adhere to all relevant laws, regulations, and organizational policies during the meeting.
- Avoid discussions or actions that may violate legal or ethical standards
- By participating in the Wellness Committee, members agree to abide by this Code of Conduct.
- Violations of this Code will be addressed through appropriate channels, with disciplinary actions taken if necessary.

By adhering to this Code of Conduct, members of the Wellness Committee demonstrate their commitment to promoting a culture of respect, professionalism, inclusivity, and collaboration. Through our collective efforts, we can effectively support the well-being of all individuals within our organization.