

**BOROUGH OF LONGPORT
COUNTY OF ATLANTIC
STATE OF NEW JERSEY
R 2018-128**

RESOLUTION AUTHORIZING ADOPTION OF THE MEL JIF WELLNESS POLICY

WHEREAS, the Borough of Longport Board of Commissioners recognizes that the health and wellbeing of its employees is important for the efficient performance of day-to-day municipal operations; and

WHEREAS, the Atlantic County Municipal Joint Insurance Fund program has recommended the implementation of a wellness and best practices policy to help address employee health and wellness;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of Longport that it adopt the recommended ACM-JIF Health and Wellness Policy and Workplace Wellness Best Practices annexed hereto.

Adopted: 12/5/2018

| RECORD OF GOVERNING BODY VOTE ON FINAL PASSAGE | | | | | | |
|--|-----|-----|-----|------|------|------|
| COMMISSION | AYE | NAY | N.V | A.B. | MOT. | SEC. |
| RUSSO | x | | | | | X |
| LEEDS | x | | | | X | |
| LAWLER | x | | | | | |
| X-Indicates Vote NV-Not Voting AB-Absent MOT-Motion SEC-Second | | | | | | |

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office. The foregoing resolution was adopted by not less than a Two- Thirds majority of the full membership.

DATE OF ADOPTION: 12/5/2018

/s/ MONICA A KYLE, DEPUTY MUNICIPAL CLERK



Health and Wellness Policy for The Borough of Longport

Mission statement

The Borough of Longport, recognizing that the health and wellbeing of our employees is important, will commit to providing a safe, healthy and supportive environment in which to work.

Objectives and strategies

The Borough of Longport will:

- Encourage employees to be more physically active by making provisions in the workplace for activity opportunities (including reducing sitting time where practical)
- Provide healthy eating choices in the workplace through addressing healthy physical settings, food supply and education
- Educate employees around safe alcohol consumption and the health effects of smoking
- Promote awareness of key health issues for employees (including social and emotional wellbeing)
- Encourage employees to provide input into health and wellbeing initiatives

Scope

This policy applies to all employees and volunteers at the Borough of Longport.

Responsibility

Employees are encouraged to understand this policy and seek clarification from management where required. Employees are encouraged to support fellow employees in their awareness of this policy and contribute to the Borough of Longport's aim of providing a safe, healthy and supportive environment for all.

Managers have a responsibility to ensure that all employees are aware of this policy and should lead by example in actively supporting and contributing to the implementation of this policy.

Communication

The Borough of Longport will ensure that:

- all employees receive a copy of this policy during the induction process
- this policy is easily accessible by all members of the municipality
- employees are informed when a particular activity aligns with this policy
- employees are empowered to actively contribute and provide feedback to this policy and the activities offered under the policy.
- employees are notified of all changes made to this policy.

Monitoring and review

The Borough of Longport will review this policy annually. Effectiveness will be assessed through feedback from employees, the Wellness Committee or Wellness Coordinator as well as management.

Workplace Wellness Best Practices

THE BOROUGH OF LONGPORT, BOARD OF COMMISSIONERS recognizes our ability to achieve our objectives successfully depends on the wellbeing of our employees. We acknowledge that the key elements of workplace wellness include the physical and cultural environments as well as the policies, practices and procedures that guide our work.

THE BOROUGH OF LONGPORT will provide a healthy workplace that values and enhances the health and wellbeing of all employees by implementing our workplace wellness program. This wellness policy provides the foundation for developing activities and modifying work environments and practices to support the health and wellbeing of all our employees. Positive benefits are also likely to extend beyond employees to positively impact families and the community as well.

THE BOROUGH OF LONGPORT can choose to enhance its workplace wellness in a number of ways including (but not limited) by:

- Encouraging and supporting a workplace wellness committee, where appropriate
- Creating and supporting a workplace wellness program
- Consulting with employees to ensure workplace wellness strategies meet the needs of the workforce
- Supporting employee participation in wellness activities
- Supporting employees to adopt and maintain healthy behaviors and reduce unhealthy behaviors.

Senior management of THE BOROUGH OF LONGPORT will do all they can to enhance the wellness of employees by providing workplace environments and systems that are supportive of employee wellness. In addition, providing opportunity for employees to participate in offered wellness activities is critical for the success of such a wellness program. Contributing ideas and expertise to the work of the wellness committee or wellness coordinator will ensure the needs of the employees are addressed.

Employees of THE BOROUGH OF LONGPORT will be encouraged to contribute ideas and voluntarily participate in the wellness program.

The workplace wellness committee or wellness representatives in conjunction with management and JIF Wellness Director will review the policy annually or as otherwise deemed appropriate by management.
