



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Technical College of the Lowcountry Wellness Activity  
Number: 5.1.9.1**

Responsibility: Human Resources  
Approved: June 25, 2024  
Related Policy: 5.1.9 TCL Wellness Activity

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President

**Purpose:**

The Technical College of the Lowcountry (TCL) is committed to enhancing the overall well-being of our employees through comprehensive wellness initiatives. Our wellness programs are designed to promote a healthy lifestyle, encompassing physical activities such as exercise and healthy eating, as well as tobacco cessation and preventive care. Additionally, these initiatives aim to support financial, social, and emotional wellness, including stress management and mental health. By fostering a culture of health, TCL strives to improve health-related productivity, boost morale, and enhance staff retention.

**Procedure:**

**Scope**

The Wellness Program encompasses all activities that promote holistic wellness, including physical, mental, and financial fitness offered through the workplace. Wellness resources include, but are not limited to, information, advice, activities, facilities, and equipment that support employee wellness (physical, emotional, psychological, and financial).

Wellness initiatives are open and accessible to all interested employees, in compliance with Equal Employment Opportunity laws and disability accommodation requirements. TCL encourages voluntary employee participation in the wellness program.

**Employee Use of Time**

Participation in workplace wellness initiatives is encouraged wherever operationally feasible. These initiatives benefit both employees and the College. These initiatives are options provided at the college's discretion and are not an employee entitlement or right.

## Goals and Objectives

The wellness program aims to develop activities and modify work environments, policies, and practices to support the health and well-being of all employees. TCL will enhance workplace wellness by:

- Establishing and supporting workplace wellness ambassadors.
- Creating and supporting a comprehensive workplace wellness program.
- Consulting with employees to ensure wellness strategies meet workforce needs (e.g., through surveys).
- Supporting employee participation in wellness activities.
- Encouraging employees to adopt and maintain healthy behaviors and reduce unhealthy behaviors.

## Definitions

- **Culture of Health:** A work environment where employee health and safety are valued, supported, and promoted through wellness initiatives, policies, benefits, and environmental supports. It involves all levels of the organization and integrates wellness into routine business operations aligned with overall business goals.
- **Fitness Activities:** Any level of physical activity requiring participation in an organized session and/or use of fitness equipment at the workplace, including but not limited to walking, running, biking, dancing, weightlifting, yoga, and swimming.
- **Financial Wellness:** Managing finances in a way that provides peace of mind, including balancing income and expenses, staying out of debt, saving for the future, and understanding emotions related to money.
- **Mental Wellness:** An internal resource that helps us think, feel, connect, and function; an active process that builds resilience, growth, and flourishing.

## Communication of Policy

The policy will be communicated to TCL employees as follows:

1. News and information related to this policy will be posted on the TCL website.
2. References to this policy will be included in new employee orientation materials and other relevant publications.
3. Walking maps will be distributed across TCL campuses.
4. "Lunch and Learn" sessions will be provided to share wellness activity resources within the agency and the greater community.
5. Supervisors will discuss this policy at staff meetings and professional development training sessions.

## Wellness Activity Resources

These activities are offered at no cost. For more information on available physical activity resources, contact Human Resources.