



# HEALTHY WORKPLACE INITIATIVE FUND PROGRAM

## INNOVATIVE NEW IDEA

### Funds can be used for:

- Food, catering, cooking classes, food and nutrition-related apps (not to exceed \$500)
- Prizes, incentives, or trophies (to not exceed \$500)
- Promotional material (to not exceed \$100)
- Small equipment purchases (to not exceed \$300) \*
- includes pedometers but excludes Fitbit/jawbones fitness tracker
- Transportation/mileage (to not exceed \$200)
- Room rental fees
- Instructor or facilitator fees
- Workshop costs
- Kick-off/wrap-up event (food/catering cost to not exceed \$300 combined)
- All equipment purchased (including pedometers) must remain the property of the hosting department/unit. They must be returned and accounted for at the end of 1 year and cannot remain in possession of individuals

### Funds cannot be used for:

- Operational expenses
- Hiring of UBC faculty/staff as instructors, to coordinate or support the program
- Items that fall within the responsibility of the department to provide
- Renovations, furniture, artwork or special equipment purchases
- Individual monetary reimbursements for gym memberships/fitness classes/entry fees
- Charitable donations in either an employee's name or the department's name
- The purchase of gift cards or certificates of any denomination (these are considered taxable benefits by the CRA and are not permitted under UBC's purchasing guidelines for gifts/prizes)

### Implementation Instructions

- Due to the unique nature of each innovative idea, please ensure that you speak with the Workplace Program Wellbeing Programs Specialist for additional implementation assistance where required.
- Attention should be paid to items not covered by the fund. Reimbursement will not be made for any items purchased that fall within the list of excluded purchases.

