

UPDATES FROM THE HR OFFICE

DECEMBER 5, 2025

MANDATORY RESPECTFUL WORKPLACE TRAINING

A reminder that ALL staff are required to attend the Respectful Workplace Training. Sessions are Tuesdays, Thursdays and Fridays.

You must make arrangements to attend a session in the next two weeks if you are unable, contact the HR office ASAP

RESPECTFUL WORKPLACE TRAINING

MSMH has received formal direction from WorkSafeBC requiring that *all staff* complete mandatory training on our updated **Respectful Workplace Policy**. The training consists of two components:

Stand-Up Training Sessions (20 minutes)

These will be delivered in person on the units between **November 25 and December 17**. All staff must attend *one* of the following sessions, held each week:

- **Tuesdays:** 2:00 p.m. – 3rd Floor Lobby
- **Thursdays:** 4:15 p.m. – 4th Floor Lobby
- **Dec 8th,** there will be a session at **1pm** for support services staff on the 1st floor, **followed by a session at 1:30pm** on the 3rd floor and **Thursday at 3pm** for support services on the 1st floor

PSYCHOLOGICAL SAFETY IN THE WORKPLACE

This self-paced module must also be completed by all staff. You can watch these videos on shift or you can attend the Providence Room any Friday between 2:00pm and 4:00pm for this 20 minute training.

INTRANET – STAFF PORTAL:

This week, you should have received **two emails**, one from **WordPress** and another from **Geeks on the Beach**. Please note **that these messages are not spam**. They are part of the process to set up your access to the Staff Portal on the Mount St. Mary Hospital website. If you need any assistance completing the setup steps, please visit or contact the HR Office for support.

OPPORTUNITY TO JOIN COMMITTEES:

If you are interested in joining the **Diversity, Equity, and Inclusion (DEI) Working Group** or the **Reconciliation Organizational Sponsor Team (ROST) Team**, please see the HR office by January 5th

CHRISTMAS ACTIVITIES:

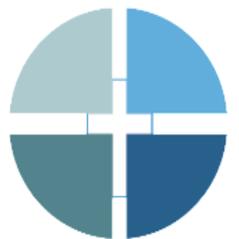
This year we have several activities planned to celebrate the season.

Reindeer Games! Join us in the Village Square at 11:00 a.m. for Days and 4:00 p.m. for Afternoons. By popular demand, we are bringing back the marshmallow games, “Shake It Off,” and several other seasonal favourites.

Holiday Raffle Draws: Thanks to the generous support of Downes Construction, we have **\$1,000 in gift cards** available to be won, including one **\$500 WestJet gift card** and five \$100 gift cards. The draw will be December 15th at noon. Raffle tickets are available for **\$20 for entry into all draws**, or **\$10 for a single entry**

into the WestJet gift card draw. All proceeds will support the purchase of new equipment for the Hospital.

Compliment Tree: This is the perfect time of year to show appreciation for your colleagues and the positivity they bring to your workplace. Submit a compliment card to the HR Office, and the colleague you recognize will receive a complimentary entry into a gift card draw.



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