

UPDATES FROM THE HR OFFICE

NOVEMBER 19, 2025

MANDATORY 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

Psychological Safety in the Workplace (30 minutes)

This self-paced module must also be completed by all staff. Additional information and access instructions will be provided separately.

- **Fridays:** 2:00–4:00 p.m. – Providence Room

Your participation in both components is mandatory in order to comply with WorkSafeBC requirements. Thank you for your cooperation and commitment to maintaining a respectful and psychologically safe workplace.

OUR PEOPLE RECOGNITION WALL:

We are proud to announce the recipients of the “Our People” Recognition Program. These outstanding individuals have gone above and beyond in their roles, inspiring those around them and contributing meaningfully to the overall success of Mount St Mary Hospital. Please join us in congratulating **Brad, Margaret Rose, Martina and Carol** for the compassion and caring they bring to work each and every day.

2026 VACATION SCHEDULING:

It's time to start planning your 2026 vacation! We are now in the 3rd Choice selection, a reminder forms are due **November 28, 2025**. Vacation quotas and request forms are available on the table inside the secure corridor on the 1st floor.

2026 Calendars have arrived! Pick up in the HR Office

NOVEMBER CULTURAL LUNCH(S):

Our next cultural lunch will be - back by popular demand - **Korean BBQ November 20th**.

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 December 1st.

CHRISTMAS MARKET BAKE SALE CONTRIBUTION REQUEST:

The **Annual Christmas Market** will be held on **Saturday, November 29**! If you'd like to contribute to our always-popular Bake Sale Table, please bring your baked goods to the HR Office before 10:00 a.m. on November 29. We invite everyone to come out, enjoy the festivities, and help make this year's Christmas Market a wonderful success!