

UPDATES FROM THE HR OFFICE

OCTOBER 29, 2025

RESPECTFUL WORKPLACE

Everyone shares the responsibility for building and maintaining a respectful workplace. I have put up a poster on the white board outside of the HR office called **Words Matters: Speaking up for Inclusion**. Please take the opportunity to read it and consider some of the tips to ensure you are sharing in the responsibility to build and maintain a respectful workplace.



OUR PEOPLE RECOGNITION WALL:

Reminder, the **recognition nominations are due on October 31, 2025**.

Nominations forms are in the HR office and we are looking for nominations for Volunteers, Clinical Leadership, RCA's and Support Service Staff. Recipients receive a \$50 gift card. Take a moment to nominate someone who makes a difference every day — let's celebrate the dedication and compassion that define our community.

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.

HALLOWEEN ACTIVITIES:

Get ready for a week of spooky fun! Several Halloween-themed activities have been planned, including: **Halloween Trivia Contest**, **Guess the Candy in the Bowl** competition and **Halloween Costume Parade & Contest** on **October 31** Join in the festivities and show off your Halloween spirit — prizes and plenty of fun await!

2026 VACATION SCHEDULING:

It's time to start planning your 2026 vacation! Please note the following key dates for vacation submissions: **1st Choice:** October 31, 2025, **2nd Choice:** November 14, 2025, **3rd Choice:** November 28, 2025. Vacation quotas and request forms are available on the table inside the secure corridor on the 1st floor. Be sure to submit your selections by the listed dates to help ensure your preferred vacation time!

NOVEMBER CULTURAL LUNCH(S):

Our next cultural lunch will be - back by popular demand - **Korean BBQ November 20th**. In addition, plans are underway for a special Diwali themed lunch.

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 November 14th.

LOCKERS:

Please note that only locks issued by Mount St. Mary Hospital (MSMH) are to be used in the 1st floor change rooms. If you are currently using a personal lock or occupying a locker that has not been assigned to you, please contact Alastair or visit the HR Office for assistance. Thank you for your cooperation in helping us maintain security and organization in our staff areas.

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!