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| Text  Description automatically generated with medium confidence | Wellbeing Policy and Procedures |

1. **Objective of the Policy**

This policy acknowledges the importance of providing a workplace that addresses the health and wellbeing of all Anjark Services’ employees. The policy and ensuing procedures represent Anjark Services’ commitment to a healthy and effective workforce.

Anjark Services recognises that addressing health and wellbeing can lead to healthier and happier employees and that safeguarding employee health and wellbeing is an important part of our organisational culture and identity.

This policy will address our workplace culture, day to day practices, increased access to health initiatives and the creation of an environment that supports and encourages healthy choices every day.

The health of our employees can benefit from workplace supported health and wellbeing initiatives. Increased education and access to health information can improve health outcomes for individuals, particularly when the workplace environment, culture and practices make healthy choices the easy choice.

Well planned initiatives that are tailored to the needs of the workplace don’t need to be expensive or resource intensive and can:

* Improve morale and job satisfaction;
* Engage a workforce that is committed to their organisation;
* Reduce absenteeism and increase productivity;
* Reduce injury and mental health issues and accelerate return to work; and
* Enhance recruitment and retention.

The most effective health and wellbeing initiatives share common characteristics: active engagement of management and employees, commitment to tailored, equitable and appropriately resourced actions and a long-term focus on achieving employee health and wellbeing.

These characteristics are considered throughout the implementation of this policy.

The following objectives underpin our health and wellbeing policy for employees:

* To establish, promote and maintain the mental health and wellbeing of all staff through workplace practices and their input into the management of their work duties.
* To encourage staff to take responsibility for their own mental health and wellbeing.
* To promote a smoke free workplace environment and support employees seeking to quit.
* To provide access to healthy food choices through foods offered in the workplace and an environment that supports consumption of foods bought from home.
* To promote and provide a workplace that encourages responsible alcohol consumption through action, promotion and education.
* To support employees to participate in regular physical activity and reduce sedentary practices through promotion, education and access to physical activity and movement opportunities.
* To support and promote employee wellbeing through work practices, a positive culture and leadership.

1. **Definition of a health and wellbeing**

In general terms, a workplace policy focused on health and wellbeing provides a clear and positive statement underlining the value the organisation places on the health and wellbeing of its workforce. It serves as a very practical and formal way of making a statement that the organisation is serious about the health of its workers.

In this policy a health and wellbeing is defined as a the mental and physical health of our employees and the resulting actions and initiatives that support our workforce attain a work – life balance while remaining effective employees.

1. **Scope**

This policy applies to all employees of Anjark Services, including contractors and casual staff.

There are some areas where this policy directive does not apply:

* While the company wishes to promote healthy food choices it will not rule on what is appropriate or what items may be brought from home for personal consumption.
* It will not contravene Work Health and Safety requirements or policy directives.

1. **Responsibilities**

Employees have a responsibility to:

* Understand this policy and seek clarification from management where required.
* Consider this policy while completing work-related duties and at any time while representing Anjark Services.
* Support fellow employees in their awareness of this policy and ensuing activities.
* Support and contribute to Anjark Services’s aim of providing a safe, healthy and supportive environment for all employees.
* Seek opportunities for involvement and advancement of ideas and planning where able and willing.
* Take reasonable care of their own mental health and wellbeing, including physical health.
* Take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Supervisors, managers and directors have a responsibility to:

* Ensure that all workers are made aware of this policy.
* Actively support and contribute to the implementation of this policy, including its goals.
* Manage the implementation and review of this policy.

1. **Communication**

Anjark Services will ensure that:

* All employees receive a copy of this policy during the induction process.
* This policy is easily accessible by all members of the organisation.
* Employees are informed when a particular activity or change to worksite environment or practice aligns with this policy.
* Employees are empowered to actively contribute and provide feedback to this policy.
* Employees are notified of all changes to this policy.

1. **Monitoring and Review**

Anjark Services will review this policy six months after implementation and annually thereafter. This will be carried out by the HR Manager who report to the General Manager during the review process.

Effectiveness of the policy will be assessed through:

* Feedback from employees, the relevant Committees (WHS and Wellbeing) and management.
* Review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

1. **Related resources**

This policy links to the following policies of ANjark Services:

* Workplace Health Safety policies and procedures
* Drug and Alcohol Policy
* Discrimination Policy
* Harassment and Bullying Policy
* Grievance Policy
* Poor Performance and Misconduct Policy
* Employee Privacy Policy
* Social media Policy
* Surveillance Policy
* Leave Policy
* Working From Home Policy
* Conflict of Interest Policy
* Return to Work (Managing Injury) Policy

The following documents support this policy:

* A health and wellbeing action plan has been written to describe the goals, objectives and strategies adopted to meet the aim of this health and wellbeing policy. This action plan will be progressively implemented over the next 24 months.
* Strategic plans (4 year plans)
* Our operational plans (per financial year)