

## 1. Purpose

The Other Foundation (the Foundation) is committed to protecting and supporting the overall health and wellbeing of its team. The Foundation recognizes the importance of workplace wellbeing by establishing a policy to promote wellness for the benefit of its team and define the mechanisms and resources that will be used to promote and encourage wellness amongst the team.

Recognizing that the mission of the Foundation consistently exposes its team members to repeated psychological, emotional, and political distress, and that the Foundation's team members spend a major part of their lives working to achieve its mission, the Foundation seeks to provide a work environment and support system that enables its team members to take care of their wellness, be their 'best selves', and live a meaningful, fulfilling and productive life. A physically, emotionally and psychologically healthy workforce results in a more productive workforce with less absenteeism, fewer accidents, and lower health care demands.

This policy statement is an expression of the Foundation's commitment to be as caring and supportive an employer as possible, within its means, by promoting and supporting the personal wellness of each individual member of its team and the collective wellness of the team as a group.

Through a Wellbeing Programme, individual self-care, and partnerships with health care and other service providers, the team will be supported to get interventions and follow up assistance to identify and manage their personal wellness.

This Wellbeing Policy is aligned with the Constitution and the Basic Conditions of Employment Act of the Republic of South Africa.

The policy covers all the Foundation's employees and should be read along with the employment contract, Human Resource Management Policy and other existing policies of the Foundation including its code of values and practice.

## 2. Scope and Objectives

The Foundation's management and whole team have the responsibility to implement the policy and ensure compliance. The objectives of this policy are to:

- 2.1 Create an organizational climate and culture that contributes to wellness.
- 2.2 Promote psycho-social and physical well-being of individual employees.
- 2.3 Prevent personnel from being exposed to practices and environments that are harmful to their wellbeing.
- 2.4 Promote work-life balance through policies in the workplace that accommodates work, personal and family needs.
- 2.5 Support the practice of self-care by individual employees.

It is not a policy about additional health benefits for personnel or a commitment to meet all the wellness needs of its personnel. At minimum, it is a commitment to not harm the wellbeing of its personnel through its expectations and practices, and exposure to the work of the Foundation, and at most a commitment to promote and support the wellbeing of its personnel in ways that are possible for it to do.

### 3. Workplace Wellbeing

For purposes of this policy, workplace wellbeing relates to all aspects of working life supported by activities identified by a Wellbeing Committee that contribute to the physical, emotional and psychological wellbeing of employees, including educational awareness, behavioural and lifestyle changes and supportive environments. The aim of the measures for workplace wellbeing is to complement the Occupational Health and Safety measures to ensure that the team is safe, healthy and engaged at work.

### 4. The Role of the Wellbeing Committee

The Wellbeing Committee (Committee) will develop, oversee, and support the implementation of a Wellbeing Programme, combining the elements of Employee Assistance Programmes which offer holistic support for the team to help them manage their work, lives, mental and behavioural health. The programme will include guidance on prevention, treatment, care and support for managing non-communicable, communicable, and chronic diseases and Safety, Health, Environment, Risk and Quality (SHE).

Membership in the Committee will consist of the Head of Operations as the convenor, and representatives from each business unit of the Foundation. Participation on the Committee will be voluntary. The Committee will provide advice and recommendations to the Management Team on wellbeing issues. The Committee may also raise funds in accordance with the Foundation's established fundraising policies and practices to support and promote sanctioned activities. The Committee shall determine its operating procedures, including the content and frequency of meetings, its decision-making process and priorities.

The Wellbeing Programme will provide guidance about feasible support for clinical, educational, and consultative services of the highest professional standard that might be sought out by employees, ensuring confidentiality, cost-effectiveness, and professional excellence, and should furthermore include:

- The creation of a conducive environment that addresses relevant legislation, core values, ways of working, infrastructure, and capacity building to ensure transfer of skills and a sustainable, dynamic service delivery environment.
- Information management and control with respect to absenteeism, sick leave, injuries on duty, staff turnover, medical expenses, and risk management.
- Managed wellbeing care that is reflective of evidence-based practice, risk management, outcomes management and impact analysis.
- Supporting the provision of integrated preventive, promotive, curative, and rehabilitative wellbeing services to all team members, guided by the Wellbeing Policy, to encourage and support self care amongst the Foundation's individual team members.
- Maintaining high productivity through the empowerment of employees and employer towards the holistic management of employees' health and wellbeing needs.
- Aligning the Wellbeing Programme with the human resource management policies, procedures and practices of the Foundation, so as to ensure non-discriminatory practices that take account of the unique circumstances and needs of each person in the Foundation's team, and to minimize the impact of ill-health or injury on both the Foundation and the team.

The Foundation's Well-being Programmes shall, at least, encompass the following key functional areas:

## 4.1 Occupational Health and Safety

Occupational Health and Safety includes but is not limited to:

- Prevention of internal or external bullying and abuse: Promotion of an organizational culture that excludes all forms of inter-personal abuse including workplace bullying and censures abusive behaviour through the use of the Foundation's Whistleblower policy and grievance and disciplinary procedures.
- Occupational Safety: Protection of the workforce from occupational injury, diseases, stressors, and hazards through proactive measures of risk reduction.
- Occupational Hygiene: Involves the recognition, evaluation, and control of physical, ergonomic, psychological, and biological factors in the workplace which may affect the well-being of employees.
- Environmental Management: Refers to environmental conservation such as waste management, environmental impact assessment use and control of hazardous materials inside and outside the workplace.
- Disaster Management: Preventing, planning for, and managing disasters through disaster preparedness, rapid response, recovery and rehabilitation, so as to minimize loss of life, injury, and damage to property.

## 4.2 Health Management

This refers to preventive and promotive health care, aimed at non-communicable, communicable, and chronic diseases both within and, with certain limitations, outside of the workplace. It involves a comprehensive, multi-disciplinary approach to managing diseases effectively, and includes health risk profiling, disease prevention and management protocols, and rehabilitative activities.

The Wellbeing Programme will play a role in conducting health promotion activities, early identification of wellness problems, referral to inside or outside wellness services, offering support to employees affected by ill-health, facilitating adherence to protocols, and liaison within the management of the Foundation to ease impacted team members' rehabilitation.

The team will be encouraged to participate in education classes and disease screenings that help identify and reduce health risks before serious health problems occur and support better management of existing conditions.

## 4.3 Wellness Management

Wellness management involves human wellness, guided by risk assessment, and promoting individual and organizational wellness. The components of wellness management that the Foundation's wellness programme will support include the fulfilment of the team's needs, such as:

### **Spiritual needs:**

To promote the setting of guiding beliefs, principles or values that help give direction to life, e.g. intra-personal skills, value clarification, religious practices, etc.

### **Emotional needs:**

To promote emotional intelligence, self-esteem, optimism, a sense of coherence, and resilience of employees, e.g. fear management skills, stress management, trauma counseling, critical incident management, etc.

### **Social needs:**

To promote the ability of the team to interact successfully and to live up to the expectations and demands of personal roles, by learning good communication and financial skills, creating support networks with other team members, friends and family, and showing respect for others and self.

### **Physiological needs:**

To promote healthy behaviours, awareness, and behavioural regulation towards healthy life styles e.g. fitness, nutrition, etc.

### **Intellectual needs:**

To promote the ability to make sound decisions, to think critically, to be open to new ideas, to master new skills, to be creative and curious, e.g. role clarity, participation in decision-making surrounding their immediate job content and procedures, growth opportunities, etc.

### **The Foundation's initiatives that support the Wellbeing Policy**

- Sexual harassment policy and non-discrimination policy.
- Family leave initiatives such as parental leave.
- No smoking policy.
- Drug use testing and support for recovery from addiction.
- The use of protective/safety equipment.
- Promoting wellness programs through the Foundation's website and Employee Wellness / Well-being initiatives.
- Recognition of the team's work efforts.
- Encouraging the inclusion of healthy food options at meetings and special events.
- Encouraging the team to utilize breaks for walking, stretching or other physical activity.

## **5. Rights and Responsibilities**

### **5.1 The Foundation**

The Foundation has the responsibility to ensure the following regarding wellbeing:

- A healthy and safe environment that is conducive for optimum productivity / service delivery is created and maintained in the workplace.
- Basic wellness awareness and support, especially in cases of extreme un-wellness, made accessible to the team, that are conducted in an ethical manner.
- The working environment and working conditions of the team are conducive to their wellbeing, including a clean, safe, and aesthetically pleasing working space.
- The team's rights to confidentiality, autonomy, sensitivity, timeous intervention, equality, openness and transparency are protected.
- The team is informed of conditions in the workplace that may be harmful to their health and wellness.
- Team members are not arbitrarily and unfairly discriminated against based on race, socio-economic status, national origin, heritage, politics, sexual orientation, gender identity and expression, and bodily functioning.
- Set aside budgeted funds to support the wellbeing of its personnel.

The Foundation, through its management team, has the right to:

- Limit the extent of wellbeing support that it offers to personnel, according to its reasonable means.
- Suspend wellbeing support in cases where there is no demonstrated progress towards improvement in wellness in situations of un-wellness.
- Implement disciplinary procedures according to its human resource management policy in cases where behaviours of its personnel cause harm to others in the team, bring disrepute to the Foundation, or negatively impact the efficient and effective implementation of the Foundation's work.
- Implement a zero tolerance approach to discrimination and harassment, according to its sexual harassment, non-discrimination, Whistleblower and other related policies.

## 5.2 The Team

The Foundation's personnel have the right to expect that:

- The environment in which they work is healthy and safe.
- Basic wellness support (either directly or indirectly) that is feasible, especially in cases of extreme un-wellness, will be made accessible in an ethical manner.
- Their working environment and working conditions will be conducive to their wellbeing.
- Their rights to confidentiality, autonomy, and equality will be protected.
- They will not be arbitrarily and unfairly discriminated against based on race, socio-economic status, national origin, heritage, politics, sexual orientation, gender identity and expression, or bodily functioning.
- Their privacy is maintained and respected.

The Foundation's personnel have the responsibility to:

- Conduct their work in a manner that advances sustainable, high-quality service delivery, and that protects their health and wellbeing and that of others.
- Report and/or take action to correct conditions in the workplace that may be harmful to their own health and wellness and that of other team members.
- Inform themselves of ways in which they can protect their health and wellbeing, both within and outside the workplace.
- Practice self-care as the primary basis on which group wellbeing can be built.
- Respect the personal autonomy and privacy of others in the team.
- Take initiative to seek professional intervention when it is needed.
- Engage the Foundation's management in a spirit of openness to receiving the support of the Foundation.

## 5.3 The Unit Manager

The Unit Manager has the responsibility to:

- Implement the Wellbeing Policy and strategy in their unit.
- Communicate and maintain links with the Wellbeing Committee.
- Provide feedback to their teams about the wellbeing status of the unit.
- Ensure that the team is sufficiently trained in order to be able to perform their duties.
- Create meaningful developmental and feasible opportunities for their teams.
- Manage job demands (monitor workloads) in order to prevent work overload.

- Create an environment that is conducive to the referral of team members, namely, that referral is a corrective measure and not a punitive measure.
- Encourage their team's participation in the Foundation's Wellbeing Programme.
- Support employees in times of need.
- Provide necessary support to all wellbeing initiatives.

#### **5.4 Operations and Human Resources**

The Head of Operations has the responsibility to:

- Provide for a human resource strategy and operational plan that includes the team's wellbeing.
- Convene the Wellbeing Committee.
- Ensure appropriate reporting on the team's health and Wellbeing Policy.
- Facilitate training requirements.
- Monitor the effectiveness of wellbeing interventions.
- Facilitate continuous support to managers and the team in aspects of the team's wellbeing.
- Promote the Wellbeing Programme.

#### **6. Confidentiality**

Confidential information generally pertains to private personal information and may include a team member's financial and marital circumstances, criminal record or health status, but not to the exclusion of other types of information. The Constitution of the Republic of South Africa guarantees every person's right to privacy. Its application in the workplace therefore means that the Foundation may not disclose a team member's confidential information to a requesting party.

This right, however, may be limited by legislation (e.g. section 16 of the Labour Relations Act, No 66 of 1995 and Promotion of Access to Information Act, 2000) and or court orders that warrant the disclosure of information. The collection and maintenance of confidential information should be kept securely and only those entitled to officially engage therewith may be allowed controlled access.

A team member should be afforded an opportunity of verifying the accuracy, to rectify and to update confidential information, particularly in circumstances of employment equity.

A breach of such confidentiality will be a dismissible offence.

Breaches of this policy will be dealt with under the normal disciplinary and grievance procedures of the Other Foundation.