

Workplace Wellbeing

POLICY TEMPLATE



ORGANISATIONAL WELLBEING POLICY

BUSINESS NAME:

Wellbeing Statement: *We [org. name] are committed to the investment and support of workplace wellbeing, which aims to ensure all people in our organization feel heard, valued and supported. Workforce wellness is the cornerstone to a successful organization, so we are dedicated to creating a supportive and inclusive workplace where every individual can thrive.*

PURPOSE STATEMENT

At [Organisation Name], our Wellbeing Policy is founded on the belief that the success of our organisation is fundamentally tied to the health and happiness of our workforce. We are committed to fostering a workplace culture that prioritises work-life balance, thus recognising that when individuals can achieve equilibrium between their professional and personal lives, they are more productive, creative, and engaged.

Our policy aims to implement structured wellbeing planning, providing employees with the tools and resources necessary to proactively manage their physical, mental, and emotional health. By prioritising wellbeing, we intend to create a positive and sustainable work environment that not only attracts well skilled people, but also retains and nurtures our existing workforce. Our commitment to work-life balance, wellbeing planning, and supervision options reflects our dedication to the holistic wellbeing of every individual within [Organisation Name]. This policy is an integral part of our commitment to creating a positive, empowering, and sustainable work environment. By prioritising the wellbeing of our workforce, we aim to cultivate a motivated and engaged workforce, ultimately contributing to the long-term success and prosperity of [Organisation Name].

WHAT IS WORKPLACE WELLBEING

Wellbeing is considered to be ‘a positive state experienced by individuals and similar to health, it is a resource for daily life and is determined by social, economic and environmental conditions’ (WHO 2021). In positive psychology, wellbeing is a heightened state that’s beyond just feeling happy or having good health, we can see wellbeing as a person flourishing, where they are thriving in many aspects of their lives. Workplace well-being refers to the holistic state of health and happiness experienced by employees within their work environment and it encompasses physical, mental, and emotional components of life, ensuring that workers feel supported, safe, and fulfilled in their roles.

OBJECTIVES

1. The organisation will have a culture will have a culture of wellbeing by fostering a workplace ethos that prioritises and values employee wellbeing, promotes awareness of wellbeing initiatives and understands the importance of mental, physical, and emotional health.
2. The organisation will provide a range of wellbeing resources and programs to support employees in various aspects of their wellbeing.
3. The organisation will facilitate a healthy balance between work and personal life by implementing policies and practices that support flexible working arrangements, reasonable workload expectations, and mechanisms to prevent burnout.
4. The organisation will ensure that wellbeing programs are inclusive and considerate of diverse needs, backgrounds, and experiences within the workforce, thus tailoring initiatives to accommodate varying cultural perspectives and individual preferences to create a supportive and equitable environment for all employees.
5. The organisation will encourage employees to take a proactive approach to their wellbeing and provide opportunities for skill-building, stress management, and maintenance of healthy lifestyle practices.

PRINCIPLES

1. ***Early Intervention and Prevention is the key to a strong and well workforce.*** We prioritise timely support, resources, and interventions, whilst also offering a range of programs and wellbeing initiatives that ensure that education and awareness are key elements to workplace wellbeing.
2. ***Promotion of optimal health and wellbeing practices that influence best practice.*** We are dedicated to fostering a workplace that prioritises the holistic wellness of all through advocacy, education, and implementation of evidence-based strategies and initiatives.
3. ***Recognising and responding to risks in a sensitive and person-centred way.*** We are committed to identifying potential hazards or challenges in the workplace with empathy and individualised support, ensuring the safety and well-being of our workforce and people we support is paramount.
4. ***Strengthening the workforce through supervision and proactive wellbeing strategies.*** We recognise that supervision is an organisational responsibility, which forms part of the continuous improvement and enhancement of current practices. We are committed to ensuring our workforce are provided with a range of supervision and support options that allow for reflective practices.
5. ***Having a trauma informed approach to caring for the workforce where stigma is reduced.*** We recognise the impact of trauma on the workforce and are committed to creating a safe space for open dialogue about challenges in the workplace. We are committed to implementing proactive trauma informed strategies that can assist the workforce in order to reduce stressors, without judgement or impact on performance.
6. ***Leading with strength, purpose and value to ensure strong positive workplace culture is created.*** Strong leadership will encompass systems thinking, leading by example, having defined policies, fostering positive culture and ensuring ethical practices in the workplace are maintained.

WELLBEING GUIDELINES IN THE WORKPLACE

1. **Promote Work-Life Balance:** Our aim is to ensure that employees have access to flexible work arrangements and policies that support a healthy balance between professional and personal commitments.
2. **Mental Health Awareness and Support:** we have programs that raise awareness about mental health issues, reduce stigma, and provide resources, such as EAP and Wellbeing Resources.
3. **Physical Health Promotion:** Encourage a physically healthy workplace by providing ergonomic workspaces, promoting regular exercise, and offering wellness programs.
4. **Wellbeing Planning:** Develop and implement personalised wellbeing plans for employees, supporting them in setting and achieving physical, mental, and emotional health goals.
5. **Supervision Options:** Offer diverse supervision options, including mentorship programs, regular check-ins, and open communication channels, to provide support and guidance for employees.
6. **Flexible Working Arrangements:** Enable employees to balance work commitments with personal responsibilities through flexible working hours, remote work options, and compressed workweeks.
7. **Training and Development Opportunities:** Provide training sessions and workshops focused on enhancing skills related to wellbeing, stress management, resilience, and overall personal development.
8. **Health and Safety Measures:** Implement and regularly review health and safety protocols to ensure a physically safe and secure working environment for all employees.
9. **Community and Social Connection:** Foster a sense of community within the organisation by organising social events, team-building activities, and initiatives that promote positive relationships among colleagues.
10. **Evaluation and Continuous Improvement:** Regularly assess the effectiveness of the wellbeing policy through employee feedback, surveys, and performance indicators, and adapt the policy as needed to ensure ongoing improvement.

ROLES & RESPONSIBILITIES

Role of Leaders:

Lead by Example - Demonstrate a healthy work-life balance and prioritize wellbeing in your own life. Encourage breaks and access to leave entitlements to set a positive example.

Provide Resources - Allocate budget and resources for wellness programs, training, and mental health support. Ensure that employees have access to necessary tools and equipment for a comfortable work environment.

Flexible Policies - Implement flexible work hours and remote work options when feasible. Be open to accommodating individual needs and circumstances.

Training and Education - Offer training on stress management, resilience, and recognising signs of mental health issues. Educate leaders on creating a supportive and inclusive workplace culture.

Communication - Foster open communication channels for employees to express concerns. Regularly communicate about wellness initiatives, policy changes, and available resources.

Recognition and Appreciation - Acknowledge and appreciate employees for their contributions. Celebrate milestones and achievements, fostering a positive work culture.

Role of Staff:

Self-Care - Prioritise self-care, including regular breaks and adequate sleep. Set boundaries between work and personal life to maintain a healthy balance.

Communication - Communicate openly with leaders about workload, stressors, and personal challenges. Engage in team discussions about wellbeing and contribute ideas for improvement.

Use Resources - Take advantage of wellness programs, mental health resources, and training opportunities. Seek support from available employee assistance programs (EAPs).

Support Colleagues - Foster a supportive team environment by offering help when colleagues are overwhelmed. Encourage open dialogue about mental health and destigmatise seeking assistance.

Feedback - Provide constructive feedback on workplace policies and suggest improvements. Participate in surveys and discussions aimed at evaluating and enhancing wellbeing initiatives.

Balanced Workload - Communicate workload concerns and collaborate on realistic expectations. Advocate for fair and manageable workloads.

LINKS TO OTHER POLICIES

Please see below links to other internal policies: