

Health and Wellbeing Policy

Purpose

The purpose of this topic is to formalise and enhance Entity Solutions' commitment to staff health and wellbeing. In line with the OH&S Policy, this topic adds to further promote and support staff towards positive and sustainable health and lifestyle changes. This ideally will improve the key company indicators of retention and productivity, and their subsequent reporting in the ES Sustainability Report.

Overview

This policy builds on and formalises the existing efforts in Health & Wellbeing currently being supported by Entity Solutions. This policy creates a framework to maximise accountability and provides a basis for which to build further initiatives to enhance the health and wellbeing of Entity Solutions staff.

The promotion of health & wellness within the organisation can be provided in several forms;

Support can range from financial, marketing and promotional material for participants.

• Physical Health

- Promotion of good health through physical exercise
- Support (financial, promotional paraphernalia, spectator) staff activity in sports & activities
 - Netball / Bike riding / Fun runs
- Promotion of good health through eating the right food
 - Staff Birthdays, Anniversaries and drinks could incorporate health foods and drink
- Encourage QUIT smoking programs and recognize and support changes made to this effect
 - Subsidization of patches, gum and hypnotism

• Mental Health

- Happiness through supporting and driving extracurricular activities
- Provide facilities for support
 - Help line?
 - Counsel service?
 - Internal Contact – Who do you go to?
- Family support – flexible working hours
- Employee Benefits
- Work life balance
- Mentor / Buddy program
- New starters to have a buddy system when they begin?
- Support Victorian Government Initiatives – Charitable funding and activities

Potential benefits gained from the provision of such programmes;

- Lower absenteeism
- Attraction and retention of quality staff
- Reduced stress levels
- Greater productivity from employees
- Creation of a positive work environment
- Reduced incidence of injury

Policy

Entity Solutions actively supports the maintenance and the enhancement of the physical and mental well being of our staff.

This support will be held accountable through open and transparent reporting in the Entity Solutions Sustainability Report.

Procedures

- Staff are encouraged to submit ideas to management that will help fulfil the policy
- Staff members that would like to support a particular activity or programme are invited to develop a business case and submit the case to the CSR Manager.
 - This business case may range in the form from a simple email request to a more formal report and presentation, depending on the nature and the impact of the request.
- The CSR Manager then considers the application and ensures that it aligns with the company values and the undertakings stated in the Sustainability Report.
- The CSR Manager then consults the Executives (if required) to determine the degree of support this will receive from the company.
- This consultation may embrace staff representative groups such as the HSC, SRT or the staff as a whole.
- The CSR Manager then gives feedback to the applicants on the degree of support, with reasons.
- The CSR Manager is to oversee
- The CSR Manager is to supply the SRT with any budget allocation of funds for all Health & Wellbeing Programmes, in order to assist with reporting.
- Considered applications are to be recommended for the forthcoming year.
- Staff are to provide a conclusive report on the success of the activity.
- The CSR Manager is to report on the effectiveness of the activities (concluding or ongoing) within their reporting mechanism, reflecting on the impact of such initiatives on the organisation and the specific reporting on the programs in the ES Sustainability Report. Wherever possible the impact on staff retention, absenteeism and productivity will be included in reporting.

Documents

- Business Case
- Sustainability Report
- Company Values
- Budget

Training

No training is identified, as the CSR Manager will lead the reporting for this initiative.