

CHEMICAL INDUSTRIES EDUCATION AND TRAINING AUTHORITY (CHIETA)

EMPLOYEE HEALTH & WELLNESS POLICY

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1. PURPOSE

The CHIETA is concerned with the health, safety, welfare, productivity, and job satisfaction of its employees. The ultimate goal is to provide a common strategic direction and platform for operational policies in line departments by providing guidelines through principles and practices for the health and wellness of public servants, their families and citizens. It interprets the legislative and political intent in a strategic manner that allows for commonality of application across different line and sector organisations. The employee wellness assistance initiatives are curative and preventative in nature with the intention of ensuring:

- 1.1 The well-being of the employee.
- 1.2 Facilitates personal change and positive health management.
- 1.3 Supports healthy behaviour in the workplace; and
- 1.4 Improve health outcomes of employees.

2. OBJECTIVE OF THE POLICY

The key objective of this policy is to communicate the Strategic Framework, which provides for an integrated, needs-driven, participative, and holistic approach to Employee Health and Wellness in the CHIETA. The other objective is to encourage and maintain the well-being and productivity of employees by providing confidential assistance, support, or short-term counselling to those who are experiencing personal or work-related problems.

The integrated approach to employee health and wellness recognises the importance of linking individual health, safety and wellness, organisational wellness, environmental sustainability, quality management to productivity and improved service delivery outcomes. This will be effectively achieved through critical common strategic interventions in priority areas of:

- 2.1 HIV&AIDS, STI and TB Management
- 2.2 Health and Productivity Management
- 2.3 Safety, Health, Environment, Risk and Quality Management (SHERQ)
- 2.4 Wellness Management

3. SCOPE OF APPLICATION

This policy is applicable to all employees of the CHIETA, including temporary employees and interns, the immediate families of the employees where applicable and visitors to the premise of the department, where applicable.

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CHIETA HEAD OFFICE:

Tel: 087 944 4377 | 010 590 3081 | 011 628 7000
72 New Road, Glen Austin AH (Grand Central),
Midrand, 1685

WESTERN CAPE

Tel: 021 551 1113/4 | 087 944 4377
Unit B2, Cnr Race Course & Omuramba Roads,
Montague Gardens, 7441

KWAZULU-NATAL

Tel: 031 368 4040 | 087 944 4377
1 The Boulevard, Westway Office Park, Block D,
Westville, Durban, 3630

PORT ELIZABETH

Tel: 041 509 6478 | 087 944 4377
Struanway Block E, New Brighton,
Port Elizabeth, 6001

4. DEFINITIONS AND TERMS

Counselling means a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals.

Employee Health and Wellness Programme (EHW) means a programme intended to enhance productivity of the employees and which hinges upon three pillars, i.e., HIV/AIDS and Health and Productivity Management (HPM) Safety, Health, Environment, Risk and Quality (SHERQ) and Wellness Management.

Health and Productivity Management means the integration of data and services related to all aspects of employee health that affect work performance.

Immediate family means an employee's immediate family members including a spouse or partner, biological, foster and adopted children.

Wellness means an active process for both the individual and the organisation, where active steps can be taken to reduce chronic diseases and mitigate its debilitating impact on individual personal lives and organisational productivity.

5. POLICY STATEMENT

CHIETA is committed to the wellness and personal growth of its employees and prides itself on being a responsible and caring employer. As part of the organisation's objective to ensure that employees perform at an optimal level, an understanding of the different types of demands that are placed on employees in the workplace is required. This informs the assistance and support required for our employees to maintain all aspects of their well-being.

CHIETA defines wellness as an active process of becoming aware of and making choices towards a healthy and fulfilling life. This is a continuous and intentional action of maintaining a health status in all spheres of the employee's life that includes the physical, social (emotional), spiritual, financial, etc. CHIETA's holistic and integrated approach to employee wellness assistance and support includes collaboration with service provider(s) as part of the wellness offering for employees.

CHIETA shall:

- 5.1 Provide a working environment that is safe and without risks to the well-being, health and safety of employees and other persons;
- 5.2 Establish and maintain participative EHW forums to discuss and action wellness, health and safety matters at head office, district offices;
- 5.3 Appoint a member of the senior management services to manage the implementation of EHW in the CHIETA;

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- 5.4 Appoint EHW coordinators and committees in each workplace to develop and implement workplace programmes;
- 5.5 Commission research on EHW Services;
- 5.6 Communicate EHW interventions to staff through various methods;
- 5.7 Establish and maintain records of EHW activities and services; and
- 5.8 Keep the records for a period of five (5) years.

6. EMPLOYEE WELLNESS MANAGEMENT PROGRAMME

- 6.1 A wellness management programme, inclusive of physical, psycho-social, organisational wellness and work-life balance shall be developed and implemented within the CHIETA;
- 6.2 All employees are eligible to participate in the EHW. This programme is open to family members of all CHIETA employees.
- 6.3 Contact with the EHW shall be confidential, except through written authorisation by the employee, or in cases of an abused person, an unexplained, unusual, or suspicious death, or a threat to one's own life or that of another, as prescribed by law.
- 6.4 Employee wellness assistance programme records will be retained within the offices of the service provider, and will not become part of, or referenced to any employee's personal file, or any other file which may be accessed by any other Business Unit.

7. TYPES OF EMPLOYEE WELLNESS SERVICES OFFERED

Employee Wellness services include assessment, counselling, referral (if indicated) and follow-up. Employee Wellness services include, but are not limited to counselling in these areas:

- 7.1 Psychological- and psychosocial counselling;
- 7.2 Financial advice;
- 7.3 Health advice/information; and
- 7.4 Legal advice.

8. LEAVE TO ATTEND COUNSELLING AND/OR TREATMENT

Employees who attend wellness counselling sessions or treatment may utilise either their Sick Leave or Annual Leave. Proof of attendance of these sessions must be submitted by the employee upon return to work.

9. IMPORTANT ASPECTS TO NOTE REGARDING THE EHW

- 9.1 The employee's participation in the EHW will not be a factor and/or create discrimination in job security or promotional opportunities and will not become part of personal records.
- 9.2 Employees participating in the programme will be entitled to all the benefits given under the current employment contract, agreements and/or Policy.
- 9.3 The use of EHW will not waive the traditional rights of employees to the grievance procedures and usual rights of the employer to maintain discipline.

10. CONFIDENTIALITY

All information regarding an employee's use of the wellness assistance and support services will be treated as strictly confidential. No identifying information will be released, with the following exceptions:

- 10.1 If an action is initiated by an employee and the information is relevant to the claim or defence in such action.
- 10.2 If required by law/subpoenaed.
- 10.3 If requested by a person bearing a release of information signed by the employee; or
- 10.4 Under any of these circumstances, only those who need to know whether any employee successfully completed treatment or other related information will have access to it. An employee who wilfully discloses or releases information in violation of this policy will be subject to disciplinary action which may result in a dismissal.

11. THE FOLLOWING ARE INCLUDED IN THE EMPLOYEE WELLNESS PROGRAMME

The specific core activities of the employee wellness assistance programme will include:

- 11.1 Identification and resolution of job performance and/or behavioural conduct issues related to the employee's personal concerns.
- 11.2 Confidential, appropriate, and timely problem assessment and resolution services including referrals for appropriate diagnosis, treatment, and assistance.
- 11.3 The employee may request assistance and be referred for wellness support, or by the employee's manager when an employee's work performance has declined. However, the decision to accept a Manager referral for wellness assistance and subsequent referrals for treatment are voluntary and are the personal responsibility of the employee.
- 11.4 Employees seeking wellness assistance are encouraged to do so before job performance is affected.

12. ASSOCIATED POLICIES

This policy will be read in conjunction with the following Policies:

- 12.1 CHIETA Disciplinary Policy and Procedure.
- 12.2 CHIETA Grievance Policy and Procedure; and
- 12.3 CHIETA Conditions of Service Policy

13. EFFECTIVE DATE, DATE OF APPROVAL VERSION CONTROL AND QUALITY ASSURANCE

Approved by CHIETA Governing Board on:
24 March 2022
Effective Date:
1 April 2022
Next Review Date:
1 April 2023
Version Control:
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Annual Quality Assurance
Executive Manager: Corporate Services