



WELLNESS MANAGEMENT POLICY

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21

TABLE OF CONTENT

NO	CONTENT	PAGE
1.	INTRODUCTION	3
2.	SCOPE OF APPLICATION	3
3.	OBJECTIVES	3
4.	LEGAL AND STRATEGIC FRAMEWORKS	3
5.	ABBREVIATIONS	3-4
6.	DEFINITIONS	4-5
7.	PRINCIPLES	5-6
8.	ROLE PLAYERS	6-9
9.	FINANCIAL IMPLICATIONS	9
10.	IMPLEMENTATION	9
11.	MONITORING AND EVALUATION	9
12.	REVIEW	9
13.	POLICY AMENDMENT	10
14.	POLICY APPROVAL	10

1. INTRODUCTION

The Department of Culture, Sport and Recreation acknowledges the existence of employee's' personal and work related challenges that may have a negative influence on service delivery. As a result it recognizes its responsibility to create and maintain a healthy and supportive working environment through the establishment of the Employee Health and Wellness Policy. As employees are the life-blood of the Department and major contributors to economic development, it is vital to help them produce at their optimum level by promoting health and wellness in the workplace and access to occupational health services.

2. SCOPE

This policy is applicable to the Department of Culture, Sport and Recreation employees, irrespective of position or level in the department and their immediate family members.

3. OBJECTIVES

- 3.1 Meet the health and Wellness needs of employees of the Department through preventative and curative measures.
- 3.2 Promote the physical, social, emotional, occupational, spiritual, financial, and Intellectual wellness of employees.
- 3.3 Create an organizational climate and culture that is conducive to wellness and comprehensive identification of psycho-social health risks.
- 3.4 Promote Work –life balance through programmes that shall assist employees in meaningful daily achievement and enjoyment in each of the four life quadrants namely: work, family, friends and self.

4. LEGAL FRAMEWORKS

- 4.1 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- 4.2 Labour Relations Act, 1995 (Act No. 66 of 1995)
- 4.3 Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- 4.4 Compensation for Occupational Diseases and Injuries Act, 1993 (Act No.130 of 1993)
- 4.5 Employment Equity Act, 1998 (Act No.55 of 1998)
- 4.6 Disaster Management Act, 2002 (Act No. 57 of 2002) and National Disaster Management Framework
- 4.7 Tobacco Products Control Amendment Act, 1999 (Act No. 12 of 1999)
- 4.8 The Promotion of Equality and the Prevention of Unfair Discrimination Act, 2000 (Act No.4 of 2000)
- 4.9 Mental Health Care Act, 2002 (Act No.17 of 2002)
- 4.10 National Sports and Recreation Act, 1998 (Act No. 110 of 1998)

5. ABBREVIATIONS

COIDA	Compensation for Occupational Injuries and Diseases Act
DCSR	Department of Culture, Sport and Recreation

DPSA	Department of Public Service and Administration
EAP	Employee Assistant Programme
EH&W	Employee Health and Wellness
EH&WMSF	Employee Health & Wellness Management Strategic Framework
GEMS	Government Employee Medical Scheme
HRMD	Human Resource Management Development
HR	Human Resource
IDC	Inter- Departmental Committee
PILIR	Policy and Procedure on Incapacity Leave & Ill-Health Retirement
PSR	Public Service Regulations
SMS	Senior Management Service
SOPs	Standard Operating Procedures
WHO	World Health Organisation

6. DEFINITIONS

- 6.1 **“Wellness”** is an active process through which organizations become aware of, and make choices towards a more successful existence. For both the individual and the organization, the concept of wellness is one where active steps can be taken to reduce chronic disease and mitigate its debilitating impact on personal lives and organizational productivity (World Economic Forum).
- 6.2 **“Physical Wellness”** promotes taking care of your body for optimal health and functioning.
- 6.3 **“Social Wellness”** emphasizes the positive and interdependent relationship with others and nature.
- 6.4 **“Psychological Wellness”** is a dynamic state that is influenced by and influences our physical, intellectual, spiritual and social lives.
- 6.5 **“Spiritual Wellness”** refers to integrating our beliefs and values with our actions; it enhances the connection between mind, body and spirit.
- 6.6 **“Intellectual Wellness”** is the utilization of human resources and learning resources to expand knowledge and improve skills.
- 6.7 **“Financial Wellness”** is the ability to maintain a fully developed and well balanced plan for managing one's financial life that is integrated with personal values and goals.
- 6.8 **“The Health and Wellness Coordinator”** is an employee tasked with the responsibility to coordinate the implementation of wellness programmes. The Wellness Coordinator can be professionally trained and registered with a relevant statutory body to perform therapeutic interventions, if not, such cases should be referred.
- 6.9 **“The Head of Department”** a head of a provincial component, and includes any employee acting in such post.
- 6.10 **“The Designated Senior Manager”** means a member of the Senior Management Services (SMS) who is tasked with championing the Wellness Management programme within the Public Service workplace.

- 6.11 **"The Employee"** means a person appointed in terms of the Public Service Act 1994
- 6.12 **"The Health and Wellness Committee"** is a committee that is established by the HOD to initiate, develop, promote, maintain and review measures to ensure the wellness of employees at the workplace.
- 6.13 **"Immediate Family"** means spouse and children or as determined by the Department.
- 6.14 **"Work-Life Balance"** the achievement of equality between time spent working and one's personal life.
- 6.15 **"The peer Educator"** is an employee who is trained in working with his/her peers, sharing information and guiding a discussion using his/her peer experience and knowledge.

7. PRINCIPLES

7.1 CONFIDENTIALITY

Confidentiality is the cornerstone of the programme. Any information shared during consultation or counselling shall be dealt with in a confidential manner. No information shall be divulged to any person (management included) without the employee's written consent except when disclosure is required in terms of law or court order.

The information provided by the employee during consultation shall not be utilized for any purpose other than those agreed upon between the Employee Health and Wellness Programme Coordinator, except in cases of risk to self and others in terms of the legislation. All employees' records shall be kept strictly confidential. Only registered professionals shall be allowed to provide therapeutic interventions.

7.2 TIMELY INTERVENTION

Efforts shall be made to ensure early identification and treatment of problems, thus facilitating good prognosis. Leadership (i.e. Managers, Supervisors and Organized labour) of Department shall be involved to ensure timely problem identification for referral and assessment.

7.3 EMPLOYEE'S PARTICIPATION IN THE PROGRAMME

Participation in the programme is voluntary and shall not jeopardize the employee's job security or chances for promotion or other related benefits.

7.4 EQUAL TREATMENT

Employees who use the Employee Health and Wellness Management services shall receive the same considerations as those with medical problems. No employee shall receive preferential or adverse treatment due to his / her participation in the programme.

7.5 PREVENTION OF ABUSE

The programme shall not be used for any other purpose than those expressed in the policy.

7.6 A BALANCED PROGRAMME

There shall be a balance between reactive and proactive interventions and the development of employees within the Department of Culture, Sport and Recreation.

7.7 RESPONDING TO THE NEEDS OF THE DESIGNATED EMPLOYEES

The needs of women and persons with disabilities shall be considered when designing Wellness proactive and reactive intervention programmes. Re-integration services shall be provided to employees who were on maternity leave and those who undergone any rehabilitation as a result of disability, or substance abuse. The Department of Culture, Sport and Recreation shall discourage any kind of stigma directed to the employees with disabilities and those from designated group.

8. ROLE PLAYERS

This policy involves the following role players:

8.1 The Head of Department

- 8.1.1 Ensures development and implementation of a written policy on managing the wellbeing of both the employees and the organization.
- 8.1.2 Appoints a designated Senior Manager to champion the Wellness Management programmes in the workplace.
- 8.1.3 Ensures the provision of resources for the implementation of Wellness programmes in the Department.
- 8.1.4 Establishes a Wellness Management committee that will oversee the implementation of Wellness programmes in the workplace and consult with the committee with a view of initiating, developing, promoting, maintaining and reviewing measures to ensure the wellbeing of employees at work.

8.2 The Designated Senior Manager:

- 8.2.1 Structures, strategize, plan and develops holistic employee wellness programmes.
- 8.2.2 Manages employee wellness strategies and policies, e.g. wellness promotion and wellness facilities within budgetary guidelines.
- 8.2.3 Aligns and interface organizational wellness policy with other relevant policies and Procedures.
- 8.2.4 Liaises with, manage and monitor external employee wellness service providers.

8.2.5 Plans interventions based on risk and needs analysis.

8.2.6 Monitors and evaluates implementation of wellness interventions.

8.2.7 Establishes a Peer Education programme.

8.2.8 Promotes capacity development Initiatives to:

- a) Promote competence development of practitioners
- b) Improve capacity development of auxiliary functions (OD, HR, IR, and Skills Development, Change Management etc.) to assist with wellness promotion at an organizational level
- c) Establish e-Health and Wellness information systems

8.2.9 Establishes organizational support initiatives to:

- a) Establish an appropriate organization structure for Wellness Management
- b) Ensure Human Resource planning and management
- c) Develop integrated wellness information management system
- d) Provide physical resources and facilities
- e) Ensure financial planning and budgeting
- f) Mobilise management support

8.2.10 Establishes governance and institutional development initiatives to:

- a) Ensure the functioning of a Wellness Management Committee
- b) Obtain Stakeholder commitment and development
- c) Develop and implement an ethical framework for Wellness Management
- d) Develop and implement management standards for wellness
- e) Develop and maintain an effective communication system
- f) Develop and implement a system for monitoring, evaluation, and impact analysis.

8.2.11 Establish economic growth and development initiatives to:

- a) Mitigate the impact of unhealthy employees on the economy
- b) Ensure responsiveness to the Government's Programme of Action
- c) Ensure Responsiveness to Millennium Development Goals

8.3 The Wellness Coordinator:

8.3.1 Coordinates the implementation of wellness programmes, projects and interventions.

8.3.2 Plans, monitors and manages Wellness programmes according to strategies, policies and budgetary Guidelines.

8.3.3 Makes provision for counselling to individual employees and to their immediate family members

8.3.4 Identifies personal development needs for individual employees.

8.6.2 Serves as a vehicle of coordination, communication, collaboration, consultation of issues pertaining employee wellness with other stakeholders and Departments.

8.6.3 Creates avenues through which collaborative initiatives can be forged; meets quarterly to discuss employee wellness policy matters.

8.7 The Employee:

8.7.1 Apply his/her knowledge, motivation, commitment, behaviour, self-management, attitude and skills toward achieving personal fitness, health and organizational goals.

8.7.2 Look after his/her body by following a nutritionally balanced diet and maintaining his/her body mass within a healthy range.

8.7.3 Take an active part in improving the world of work by encouraging a healthy living environment and initiating better communication with those around him/her.

8.7.4 Make use of wellness facilities and services provided at the workplace.

8.8 The Labour Representatives:

8.8.1 Represent employees in the workplace

8.8.2. Ensure that the employer fulfil mandates of Wellness legislation and regulations in order to optimize wellness in the workplace

8.8.3. Attend the Wellness committee meetings and make representation to the employer on agreed issues affecting the wellness of employees at the work place.

9. FINANCIAL IMPLICATIONS

The cost associated with the implementation of this policy must be met from the departmental budget.

10. IMPLEMENTATION

The Departments shall develop indicators appropriate for the implementation and reviews of progress on Wellness Management programmes should be conducted.

11. MONITORING AND EVALUATION

Monitoring and evaluation have a significant role to play in Wellness Management interventions as it assists in assessing whether the programme is appropriate; cost effective and meeting the set objectives.

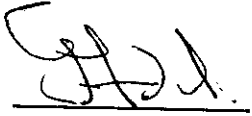
12. REVIEW

The Policy shall be reviewed as and when there are new developments or after every three years

13. POLICY AMENDMENT

No amendment(s) may be made to any section of this policy without such amendment(s) duly approved and signed by the responsible authority or delegated official as per the HR's Delegation of Authority.

14. POLICY APPROVAL



MR GS NTOMBELA

HEAD: CULTURE, SPORT AND RECREATION

DATE: 01/04/2018

