

CHAPTER 9: WELLNESS MANAGEMENT POLICY

9.1 HEALTH PROMOTION

- 9.1.1** Department shall provide general health promotion and awareness programmes pertaining to reducing risks related to communicable diseases (HIV and AIDS, TB etc.) and non-communicable diseases (coronary heart diseases, diabetes, mental health etc.) in the workplace.
- 9.1.2** The actual management of health conditions shall not form part of the department's Health and Wellness Programme, hence the department encourages all its employees to belong to medical schemes.
- 9.1.3** Sick and incapacity leave, as well as ill-health retirement shall be dealt with according to provisions of PILIR as determined in terms of section 3(3) of the Public Service Act, 1994.

9.2 WELLNESS MANAGEMENT

A Wellness Management Programme or Employee Assistance Programme is a work-site based programme designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal circumstances, such as but not limited to: health, marital, family, financial, alcohol, drugs, legal, emotional, stress, or other personal concerns which may adversely affect employee's job performance.

The aim of this programme is to assist the employees of the Department of Economic Development and Tourism (DEDaT) with the professional services relating to their overall well-being as employees and to extend the same, within resources constraints, to their immediate family members.

DEDaT shall develop and implement interventions to promote the following:

- 9.2.1** Physical wellness: Promote healthy behaviours, awareness and behavioural regulation towards lifestyles and assisting in need through the EAP infrastructure.
- 9.2.2** Social wellness: Promote the ability of employees 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 colleagues, friends and family and showing respect for others.

- 9.2.3 Emotional wellness: Promote the emotional intelligence, self-esteem, optimism, sense of coherence and resilience of employees.
- 9.2.4 Occupational wellness: Assist employees in making use of gifts, skills and talents in order to gain purpose, enrichment and happiness in life. Reasonable accommodation of employees with special needs like employees with disabilities will be provided in terms of the Public Service Disability Guidelines.
- 9.2.5 Spiritual wellness: Promote a set of guiding beliefs, principles or values that help give direction in life, based on the African philosophy of *Ubuntu / Botho*.
- 9.2.6 Intellectual wellness: Promote the ability to make sound decisions, to think critically, to be open to new ideas, to master new skills, and to be creative and curious. (Source: Policy Framework: Employee Health and Wellness in the Public Sector, 2006)

9.3 PURPOSE OF THE PROGRAMME

To render a pro-active and reactive efficient Employee Assistance Programme to the employees of the department and their immediate families.

9.4 CONFIDENTIALITY

EAP / Health and Wellness Officers will function within the guidelines stipulated by the Health Professions Council of South Africa. Therefore any information obtained will be treated with strict confidentiality and professionalism.

9.5 SERVICES PROVIDED

Department will provide the following services to its employees, either internally or through an external service provider appointed for this purpose:

- 9.5.1 Short-term counseling e.g. Alcohol and Drug abuse, Stress, Depression, Anxiety, Marital and Financial problems, and other problems affecting mental wellbeing of the employees.
- 9.5.2 Trauma management i.e. –Trauma resulting from sudden death, rape, road accidents, suicide and suicide attempts, bereavement, violence, divorce, terrorism, domestic violence, miscarriage and Natural Disasters.
- 9.5.3 Psycho-education / Wellness programmes – These are pro-active programmes and they include: stress management, communication skills, assertiveness training, motivation, self-

awareness, conflict management, time management, marriage enrichment, sexual harassment etc.

9.5.4 Team development programme: personal development, organizational diagnosis, leadership skills, team building and strategic planning.

9.5.5 24-hour helpline to assist employee with any of the above problems may be established, funds permitting.

9.6 REFERRAL SYSTEM

Participation in the programme is voluntary but the following referral systems will be recognized by the department:

9.6.1 Voluntary Referral:

Individual takes an initiative to consult or participate in any organized programmed.

9.6.2 Informal Referral:

Friends, colleagues and family members may encourage individual members to participate in EAP.

9.6.3 Formal Referral:

Senior official, Supervisor, Shop steward, or Labour Relations' Officer may refer an employee to EAP / Health and Wellness Officer for consultation and service.

9.7 BEREAVEMENT SUPPORT

9.7.1 Objective of the bereavement support is to

- (i) Build the spirit of collegiality among staff; and
- (ii) Show that department cares

9.7.2 Department will, in case of death of immediate family member of a colleague,

- (i) Extend feelings of condolences and support to the colleague;
- (ii) Release staff to attend the memorial and/or funeral service to support the colleague;
- (iii) Provide at least a ten-seater (mini bus) vehicle to ferry colleagues to the memorial and/or funeral service; and
- (iv) Pay reasonable accommodation costs, if funeral is far from place of work. No subsistence and travel allowance is payable if employees went to support their colleague.

9.7.3 Department will, in case of death of a colleague,

- (i) Extend feelings of condolences and support to the family of the colleague;
- (ii) Support the family with transport during funeral arrangements, if absolutely necessary and on request, during working hours;
- (iii) Release staff to attend memorial and/or funeral service of the colleague, without compromising service delivery;
- (iv) Provide adequate transport to ferry colleagues to the memorial and/or funeral service; and
- (v) Pay reasonable accommodation costs, if funeral is far from place of work. No subsistence and travel allowance is payable on return to the funeral of a colleague.

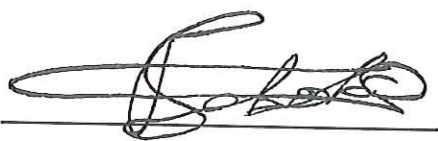
9.7.4 The practice of giving financial donations to the colleague or family of a colleague during bereavement is encouraged but is not compulsory.

9.7.5 The department will not give financial donations for any reason related to bereavement.

10. SPORTS AND RECREATION

Department recognizes that sports and recreation play an important role for employee health and wellness in general and for this reason will:

- (i) Institutionalize sports and recreation activities, through formation of sports and recreation committee to be co-ordinated by the Health and Wellness Unit;
- (ii) Promote and organize sporting activities for employees;
- (iii) Ensure participation in other organized sport and recreation activities; and
- (v) Promote employee physical and mental fitness through, but not limited to, subsidized gym membership, fun-walks and runs, yoga and similar activities



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18 March 2013

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