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# NORTHERN CAPE DEPARTMENT OF EDUCATION



## POLICY ON EMPLOYEE HEALTH & WELLNESS

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## SECTION A

### 1. ACRONYMS

1. AIDS: Acquired Immune Deficiency Syndrome
2. AU: African Union
3. CEDAW: Convention on the Elimination of All Forms of Discrimination Against Women.
4. COIDA: Compensation for Occupational Injuries and Diseases Act
5. DG: Director General
6. DoH: Department of Health.
7. DoL: Department of Labour.
8. DPSA: Department of Public Service and Administration
9. EAP: Employee Assistant Programme
10. EH&W: Employee Health and Wellness.
11. EH&WSF: Employee Health & Wellness Strategic Framework
12. HR: Human Resources.
13. ILO: International Labour Organisation
14. IR: Industrial Relations.
15. ISO: International Standardization Organisation
16. HIV: Human Immunodeficiency Virus
17. HOD: Head of Department
18. HPM: Health and Productivity Management
19. HRD: Human Resource Development
20. MDG's: Millennium Development Goals
21. M&E: Monitoring and Evaluation
22. NEPAD: New Partnership for Africa's Development
23. NCDoe: Northern Cape Department of Education
24. OD: Organisational Development
25. OHS: Occupational Health and Safety
26. PILIR: Policy and Procedure on Incapacity Leave & Ill-Health Retirement
27. SHERQ: Safety, Health, Environment, Risk, and Quality
28. TB: Tuberculosis

## 2. DEFINITIONS

In this policy any term to which a meaning has been assigned in the Public Service Act bears that meaning, unless the context indicates otherwise:

- 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.
- Physical Wellness:** promotes taking care of your body for optimal health and functioning.
- Social Wellness:** emphasizes the positive and interdependent relationship with others and nature.
- Psychological Wellness:** is a dynamic state that is influenced by and influences our physical, intellectual, spiritual and social lives
- Spiritual Wellness:** refers to integrating our beliefs and values with our actions; it enhances the connection between mind, body and spirit.
- Intellectual Wellness:** is the utilization of human resources and learning resources to expand knowledge and improve skills.
- Financial Wellness:** is the ability to maintain a fully developed and well balanced plan or managing one's financial life that is integrated with personal values and goals.
- 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.
- Head of Department:** means head of the Education Department, the Office of the Premier, Provincial department, or a Head of a national or Provincial component, and includes any employee acting in such post.
- 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.

- Employee:** means a person appointed in terms of the Public Service Act 1994 and Employment of Educators Act No. 76 of 1998.
- 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. This is a multi-disciplinary team consisting of relevant representatives as indicated by different Departments.
- 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.
- Steering Committee** is a committee established by DPSA, for all components of Human Resource
- Work-Life Balance:** the achievement of equality between time spent working and one's personal life.

## DECLARATION OF INTENT

Employee Health and Wellness is a continuous improvement process that looks at environmental improvement (Physical, psychological, organisational and economic), personal empowerment, personal growth. It is also a series of strategies and related activities that the Department of Education provides continually to improve or maintain the health of its employees.

Wellness Management emerged as a priority due to increasing recognition that the health and wellbeing of employees directly impacts on productivity of the entire organization. As employees are the life-blood of the organization it is vital to help them produce at their optimum levels. The World Health Organization's Global Plan of Action on Workers Health 2008-2017 states that workers represent half the world's population and they are major contributors to economic development. It calls for effective interventions to prevent occupational hazards and to protect and promote health at the workplace and access to occupational health services.

Work is central to people's well-being, in addition to providing income; work can pave the way for broader social and economic advancement, strengthening individuals, their families and communities. The Public Service seeks to contribute to the Decent Work Agenda to achieve sustainable development that is centered on people. Decent Work is a key element to build fair, equitable and inclusive societies being based around the principles of employment creation, workers' rights, equality between women and men, social protection and social dialogue. This Agenda addresses the four priority areas of tackling unemployment, underemployment and poverty; the role of social protection in poverty-reducing development; social exclusion and the effects of HIV & AIDS; and tackling HIV & AIDS in the world of work.

The ILO Promotional Framework for Occupational Safety Convention No.187 June 2006, provides for the creation of a National Policy on occupational safety and health; a National System for Occupational safety and health; a National Programme on Occupational safety and health; and a National Preventive safety and health culture in which the right to a healthy and safe environment is respected at all levels. In accordance with the ILO Promotional Framework, the Public Service seeks to develop policies, systems, programmes and a preventative culture to promote the wellbeing of Public Servants.

Both personal and workplace factors influence overall wellness and employee performance. Individual wellness in this policy is viewed as the promotion of the physical, social, emotional, occupational, spiritual, financial, and intellectual wellness of individuals. This is attained by creating an organisational climate and culture that is conducive to wellness and comprehensive identification of psycho-social health risk.

The policy seeks to strengthen and improve the efficiency of existing services, programmes and infrastructure and introduce additional interventions based on recent advances in knowledge. The policy should be read in conjunction with the EH&W Strategic Framework (2008), Step-by-Step Implementation Guide and the Systems M&E Tool.

### **3. MOTIVATION**

A healthy work environment is defined as one whose culture, climate and organisational practices create an environment, which promotes employee mental, physical health, as well as productivity and organisational effectiveness.

### **4. SCOPE OF APPLICATION**

This policy is applicable to **ALL** employees of **NCDoe** including contract workers and ensures that employees at all levels have the opportunity to obtain professional help in an atmosphere of privacy and confidentiality excluding family members. This policy is effective from **1<sup>st</sup> April 2013**.

### **5. SOURCES OF AUTHORITY**

This policy is based on the mandate received from the Minister of the Department of Public Service and Administration.

- 5.1. Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- 5.2. Labour Relations Act, 1995 (Act No. 66 of 1995)
- 5.3. Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- 5.4. Compensation for Occupational Diseases and Injuries Act, 1993 (Act No.130 of 1993)
- 5.5. Employment Equity Act, 1998 (Act No.55 of 1998)
- 5.6. Disaster Management Act, 2002 (Act No. 57 of 2002) and National Disaster Management Framework
- 5.7. Tobacco Products Control Amendment Act, 1999 (Act No. 12 of 1999)

- 5.8. Promotion of Equality and the Prevention of Unfair Discrimination Act, (Act No.4 Of 2000)
- 5.9. Mental Health Care Act, 2002 (Act No.17 of 2002)
- 5.10. National Sports and Recreation Act, 1998 (Act No. 110 of 1998)
- 5.11. National Strategic Plan on HIV&AIDS 2007-2011
- 5.12. National Strategic Framework on Stigma and Discrimination
- 5.13. National Occupational Health and Safety Policy of 2005
- 5.14. EAPA-SA Standards 2002
- 5.15. Mental Health Care Regulations 14 February 2003
- 5.16. Public Service Regulations, 2001 as amended.

## **6. PURPOSE**

This programme aims to contribute, to support and other wise improve EHW activities that will results in healthy lives

## **7. OBJECTIVES**

- To facilitate the provisioning of HIV and AIDS & TB management in consultation with the relevant stakeholders.
- To implement, manage and monitor Health and Productivity Management.
- To implement programme that will ensure compliance with SHERQ Management and OHS Act.
- To implement, manage and monitor Wellness Management in consultation with stakeholders.

## 8. POLICY PROVISIONS

The Wellness Management programme is underpinned by the following principles:

- 8.1. Employees utilizing the Wellness Management programme are assured of confidentiality, except in cases of risk to self and others or in terms of legislation.
- 8.2. Only registered professionals will be allowed to provide therapeutic interventions.
- 8.3. As far as possible the generic principles of respect for autonomy, non-maleficence, beneficence, and distributive justice will guide the actions of all professionals working in the field of Wellness Management.
- 8.4. Focus on all levels of employment.
- 8.5. Cohesiveness with HRD processes.
- 8.6. **Policy coherence:** policy measures should not contradict the measures of other related policies in the Public Service.
- 8.7. **Coherence of models:** the service delivery models should offer the same package to Public Servants in spite of it being in-house, outsourced or Departments of Health collaboration.
- 8.8. **Programme coherence:** The programme/ protocols that are offered should not contradict each other in various Departments.

## 9. ROLE PLAYERS

This policy involves the following role players:

### 10. HEAD OF DEPARTMENT shall :

- 10.1 Ensures development and implementation of a written policy on managing the wellbeing of both the employees and the organization.
- 10.2 Appoints a designated Senior Manager to champion the Wellness Management programmes in the workplace
- 10.3 Ensures the provision of resources for the implementation of Wellness programmes in the Department
- 10.4 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.



## 10.2 DESIGNATED SENIOR MANAGER:

- 10.2.1 Structures, strategize, plan and develops holistic employee wellness programmes.
- 10.2.2 Manages employee wellness strategies and policies, e.g. wellness promotion and wellness facilities within budgetary guidelines.
- 10.2.3 Aligns and interface organizational wellness policy with other relevant policies and procedures.
- 10.2.4 Liaises with, manage and monitor external employee wellness service providers.
- 10.2.5 Plans interventions based on risk and needs analysis.
- 10.2.6 Monitors and evaluates implementation of wellness interventions.
- 10.2.7 Establishes a Peer Education programme.
- 10.2.8. Promotes capacity development initiatives to:
  - a) *Promote competence development of practitioners.*
  - b) *Improve capacity development of auxiliary functions (OD, HR, Skills Development Change Management etc.) to assist with wellness promotion at an organizational level.*
  - c) *Establish e-Health and Wellness information systems.*
- 10.2.9. 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.*
- 10.2.10 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.*

### **10.3. WELLNESS COORDINATOR:**

- 10.3.1 Coordinates the implementation of wellness programmes, projects and interventions.
- 10.3.2 Plans, monitors and manages Wellness programmes according to strategies, policies and budgetary guidelines.
- 10.3.3 Makes provision for counseling to individual employees.
- 10.3.4 Identifies personal development needs for individual employees.
- 10.3.5 Analyses and evaluates data and communicate information, statistics and results.
- 10.3.6 Coordinates activities of Peer Educators.
- 10.3.7 Promotes work-life balance for employees.

### **10.4 PEER EDUCATOR:**

- 10.4.1 Acts as a focal point for the distribution of evidence-based and generic health and wellness promotional material at the workplace (all functions shall be performed as far as possible during normal working hours and shall be included in their performance agreement).
- 10.4.2 Takes initiative to implement awareness activities, or to communicate health and wellness information at the workplace.
- 10.4.3 Acts as a referral agent of employees to relevant internal or external health support programmes.
- 10.4.4 Be involved with the identification of employee's needs and health risks at the workplace.
- 10.4.5 Initiates and arrange staff training with regard to employee health and wellness.
- 10.4.6 Submits monthly reports of activities to the Wellness coordinator.

### **10.5 HEALTH AND WELLNESS COMMITTEE:**

- 10.5.1 Oversees the implementation of the wellness policy and programmes in the workplace.
- 10.5.2 Makes recommendations to the employer regarding any policy matter and implementation procedures including any matters affecting the wellness of employees.

- 10.5.3 Keeps record of each recommendation made to an employer.
- 10.5.4 Discusses any incident or condition at the workplace which might have a negative impact on the wellbeing of employees
- 10.5.5 Serve as a vehicle of communication to promote wellness initiatives within the workplace.
- 10.5.6 Establishes harmonised communication of the Wellness Management Policy at provincial level.
- 10.5.7 Serve as a vehicle of coordination, communication, collaboration, consultation of issues pertaining employee wellness with other stakeholders and Departments.
- 10.5.8 Creates avenues through which collaborative initiatives can be forged; meets quarterly to discuss employee wellness policy matters.

#### **10.6 EMPLOYEE SHOULD:**

- 10.6.1 Apply his/her knowledge, motivation, commitment, behaviour, self-management, attitude and skills toward achieving personal fitness, health and organizational goals.
- 10.6.2 Look after his/her body by following a nutritionally balanced diet and maintaining his/her body mass within a healthy range.
- 10.6.3 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.
- 10.6.4 Make use of wellness facilities and services provided at the workplace.

#### **10.7 LABOUR REPRESENTATIVES (UNIONS):**

- 10.7.1 Represent employees in the workplace.
- 10.7.2 Ensure that the employer fulfills mandates of Wellness legislation and regulations in order to optimize wellness in the workplace.
- 10.7.3 Attend the Wellness committee meetings and make representation to the employer on agreed issues affecting the wellness of employees at the workplace.

## SECTION B

### 11. HIV AND AIDS & TB MANAGEMENT (PILLAR 1)

Aim of the policy:

**Objectives of this pillar are to:**

- a) Creating a non-discriminatory work environment;
- b) Promote HIV testing, confidentiality and disclosure;
- c) Providing equitable employee benefits;
- d) Dealing with dismissals;
- e) Managing grievance procedures.
- f) Promote comprehensive counseling services
- g) Referrals.
- h) Health Screening.
- i) Promote awareness and HIV prevention
- j) Promote ethical and legal considerations.

### 12. HEALTH AND PRODUCTIVITY MANAGEMENT (PILLAR 2)

**The aim of the policy is:**

To promote the general health of employees through awareness, education, risk assessment, and support.

**Objectives of these pillars are to:**

- 12.1. Focus on the areas of Disease Management, Mental Health Management and Injury on Duty & Incapacity due to Ill-health and Occupational Health, Education and Promotion.
- 12.2. Reduce healthcare costs and/or improving quality of life for individuals with chronic conditions by preventing or minimising the effects of a disease, or chronic condition and medical surveillance
- 12.3. Help employees manage their lives successfully, and provide them with the emotional and spiritual resilience to allow them to enjoy life and deal with distress and disappointment
- 12.4. Reduce absenteeism from work, abuse of sick leave, injuries on duty, ill health retirements, incapacity leave, occupational diseases and health risks.
- 12.5. Enhance the knowledge levels of individuals, help catalyze and reinforce behaviour change while intentionally leading to improve health and productivity.

### **13. SHERQ MANAGEMENT (Pillar 3)**

**The aim of the policy is to:**

Ensure that the Northern Cape Department of Education is committed to the provision and promotion of a healthy and safe work environment for employees and clients utilizing government infrastructure; and assess and control risks through the enforcement of the occupational Health and Safety Act 1993 (ACT No. 85 of 1993).

**The objectives of this pillar are to:**

- a. Improve occupational health and safety by controlling health hazards in the workplace;
- b. Promote a healthy and safe working environment that is safe for both employees and beneficiaries;
- c. Have the ability to identify and manage risks and improve quality of services;
- d. Guide the Chief Directorates and Units on how to manage risks, eliminate illness, diseases and accidents.

### **WELLNESS MANAGEMENT (Pillar 4)**

**The aim of the policy:**

Is to promote the health and wellbeing of the Northern Cape Department of Education through comprehensive wellness programmes.

**The objectives of this pillar are to:**

- a. Meet wellness needs of the Department through preventative and curative measures.
- b. Promote the physical, social, emotional, occupational, spiritual, financial, and intellectual wellness of individuals.
- c. Create an organizational climate and culture that is conducive to wellness and comprehensive identification of psycho-social health risks.
- d. Promote Work-Life Balance through flexible policies in the workplace to accommodate work, personal and family needs.

#### 14. FINANCIAL IMPLICATIONS

The cost associated with the implementation of this policy should be met from the Department's budget.

#### 15. IMPLEMENTATION

The Generic Implementation plan for Wellness Management is the alignment of the logical framework commonly used in policy, programme and project management (inherent in the result based model) and the 9 components of an effective M&E system and the organizational structure for implementation of the EH&W. The implementation of this policy will follow the result base model.

#### 16. MONITORING AND EVALUATION

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

##### The 9 components of M&E:

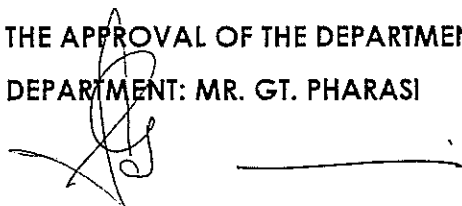
- a. 14.1. Organisational structures.
- b. 14.2. Human capacity.
- c. 14.3. Partnerships to plan, coordinate, and manage the M&E system.
- d. 14.4. Annual costed work plan.
- e. 14.5. Advocacy, communications, and culture.
- f. 14.6. Routine EH&W programme monitoring.
- g. 14.7. Supportive supervision and data auditing.
- h. 14.8. EH&W evaluation and research
- i. 14.9. Data dissemination and use.

Regular monitoring of progress on Wellness Management programmes should be conducted quarterly through reports submitted to Office of the Premier

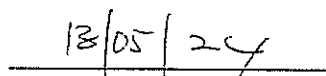
#### 17. REVIEW

This policy shall be reviewed as and when there are new developments or after every three years.

**THE APPROVAL OF THE DEPARTMENTAL EMPLOYEE HEALTH AND WELLNESS POLICY BY THE HEAD OF DEPARTMENT: MR. GT. PHARASI**



**SIGNATURE**



**DATE OF APPROVAL**