Wellbeing Policy

Purpose

Led by the principles of Te Noho Kotahitanga, the purpose of this policy is:

- to foster an **organisational culture** that contributes to high staff engagement and wellbeing, and in doing so underscore Unitec's commitment to the health, safety and wellbeing of its employees,
- provide an **enabling environment** to assist employees in feeling connected to their work and contributing their full potential to the organisation's goals,
- to **assist employees with various strategies for self-managing their health**, both mental and physical, and ways of addressing any work or non-work-related issues so that they are best able to prevent harm.

This policy is to be read in conjunction with Unitec Health & Safety Policy. Both Unitec and individual employees have a responsibility to adopt strategies to minimise work related health hazards, including psychosocial risks to mental health. Unitec aims to do this at two levels of prevention and intervention and this policy will outline the key responsibilities of all the other staff.

Scope

This policy applies to all Unitec employees.

Policy

1. Prevention

Prevention is the preferred strategy and reflects the intent of the Health and Safety at Work Act 2015 and amendments to ensure the safety of all employees at work.

- Work related hazards that could impact upon a worker's mental health are assessed and managed appropriately and effectively, and are not limited to but include consideration of:
  - the social and physical environment
  - the way that work is organized
  - the way that work is managed
  - interpersonal relationships
  - organisational or structural change
  - introduction of new ways of working

- Ensure responsibilities and workloads allocated to individual positions are fair and reasonable. Resources assisting us to do this include:
  - Position Description
  - Workload Model
  - Performance Partnering (ADEP Plan and Reviews)
  - Leave Management

- Provide a range of wellness initiatives to assist employees in managing fitness and physical health

- Strive to provide and maintain a both physically and psychologically safe environment by way of the following:
  - Workstation checks
  - Code of Conduct and Speak Up process
  - Mental Health Awareness campaigns and training
  - Leadership and Management programmes
  - Promote employment practices and services to foster a work life balance and flexibility in the workplace.   Some of these may include: Flexible hours of work and Work from Home options
  - Leave (including annual, sick, bereavement, parental)
  - Discounts for Child Care entre at Mt Albert campus

2.   Intervention and Remedy

Early identification and resolution are important and employees are encouraged to report any incidents or situations as soon as possible to assist with speedy resolution. Advice and support avenues include:

- Their Manager
- Any Manager
- Human Resources
- Health & Safety Advisors
- EAP Services
- Multi Faith and Chaplaincy Services
- ALLY Network
- Marae
- Speak Up resource

Responsibilities

Responsibility for this policy shall cascade throughout the organisation as follows:

Who	Responsibilities
The Board	- Ensure compliance with relevant regulation and policies - Endorse health and wellness initiatives as required

Who	Responsibilities
Chief Executive	• Ensure adequate systems are in place to integrate wellbeing throughout the organisation • Manage Health and Safety impacts and risks
Extended Leadership Team	• Provide leadership and managerial support to ensure achievement of wellbeing strategy • Ensure compliance with relevant regulation and policies • Endorse health and wellness initiatives as required Approve and resource implementation of action plans and related project requirements • Enable employees to volunteer as Wellbeing Champions
Executive Director, People and Culture	• Advocate integration of wellbeing in key business decisions to the Board
Health and Safety Representatives	• As outlined in the Health & Safety Representative Procedure
Director, HR Operations	• Ensure compliance with relevant regulation and policies • Advocate for sustainable, safe and healthy practices
Manager, Sustainability and Wellbeing	• Report on Unitec's wellbeing performance, including recommendations for improvement • A 'go to expert' that educates and communicates to the organisation on wellbeing related matters • Lead, shape and oversee Unitec's Wellbeing strategy, and regularly update policies and procedures • Manage Wellness programme implementation and budget • Advocate for sustainable, safe and healthy practices • Ensure compliance with relevant policies
All Managers	• Ensure compliance with the wellbeing policy and procedures within their respective faculties, groups, departments, and contracts • Direct relevant queries to the HRBPs, H&S Advisors or Sustainability and Wellbeing Manager
Human Resource Business Partners Health and Safety Advisors	• Partner across the organisation to ensure compliance with relevant regulation and policies • Support managers with implementing sustainable, safe and healthy practices within their teams
All staff	Every employee is required to – • take reasonable care for his or her own health and safety; and • take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and • comply, so far as reasonably able, with any reasonable instruction that is given by Unitec to ensure compliance with the Act and regulations; and

Definitions

Term	Means
Wellbeing	A holistic approach to health that enables physically, emotionally, psychologically, spiritually and culturally-balanced life.
Wellness	Approach that defines health as absence of illness or disability, characterized by programs that focus mostly on employee physical health, seeking to address physical ailments or conditions (obesity; high blood pressure; diabetes; smoking).
Psychologically safe environment	Psychologically safe environment is where employees feel that their colleagues will be inclusive and accept people for bringing their whole self to work, respect each other's competence, are interested in each other as people, have positive intentions to one another and are able to have frank and constructive conversations in a respectful way.
Psychosocial hazards	Psychosocial hazards at work can be grouped in three categories: work context (the organisational culture, leadership and team environment), the work content (job responsibilities and tasks) and individual characteristics and skills and their fit within the work context and content of the work.
Stress	A condition or feeling experienced when a person perceives that demands exceed the personal and social resources the individual is able to mobilise.

Reference Documents

- Health and Safety at Work Act 2015
- Unitec's Health and Safety Policy
- Code of Conduct
- Diversity and Inclusion Strategy
- Wellbeing Strategy
- Domestic Violence Policy
- Guiding Principles for New Ways of Working
- Request for Flexible Working Arrangements Form

Approval Details

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Procedure Sponsor (Has authority to approve minor amendments)	Deputy Chief Executive, Operations	**Procedure Owner:**	Director, HR Operations
Contact Person	Director, HR Operations	**Date of Next Review**	February 2023

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