EMPLOYEE WELL BEING POLICY

1. POLICY STATEMENT

Purpose

At Zero Waste SA employee wellbeing encompasses the health and safety of our employees at work and promoting employee work life balance so our employees are able to fulfil work and lifestyle responsibilities efficiently and effectively.

The purpose of this policy is to ensure that staff have the opportunity to access health and wellbeing initiatives and choices in the workplace.

Principles

When applying this policy ZWSA staff should be guided by the following principles:

- that food choice is important for all members of the community
- that all members of the community have the right to access healthy food and drink
- that food and drink has social and cultural meaning and that eating is enjoyable
- ZWSA is a role model for the community and supports initiatives that have the potential to
- impact positively on the health and wellbeing of the community
- that it is important to create an environment in which health and wellbeing choices are easily accessible for staff
- where feasible, the provision of health and wellbeing initiatives should be provided in an environmentally sustainable way (eg developing a plan to minimise the amount of waste produced, how it is disposed of, taking advantage of recycling options and using environmentally friendly containers)
- that food and drink provided will reflect the Dietary Guidelines for Australians\(^1\), The Australian Guide to Healthy Eating\(^2\) and other government recommendations for people living in Australia to achieve and maintain good health.

2. BACKGROUND

Health behaviours, such as giving up smoking, increasing physical activity and consuming healthy food and drinks have been shown to reduce the chance of getting diseases later in life.

ZWSA is well placed to positively influence the health behaviours of staff and visitors, and to role model good health behaviours by ensuring that all staff able to access programs that enhance health and wellbeing including healthy food and drink choices.

This policy supports and enhances programs and services already delivered by ZWSA.

It is also consistent with other state endorsed food policies such as Healthy Food and Drink Choices for Staff and Visitors in SA Health Facilities\(^3\) and nationally recognised guidelines such as The Heart Foundation’s Guide to Healthier Catering – A Healthier Serve\(^4\). In 2011 The Public Health Acts\(^5\) was passed into legislation and this policy also supports the intention of this policy.
3. POLICY OBJECTIVES

The objectives of this policy are to support initiatives that have the potential to impact positively on the health and wellbeing including the role modelling healthy food and drink choices to the staff and visitors of ZWSA:

- clear policies related to employee well being
- ensuring healthy food and drink choices are available when meals are catered for staff and visitors to ZWSA
- fair conditions of employment related to employee wellbeing
- employee physical and psychological wellbeing at work consistent with the OH&S Act
- provide food and wellbeing support mechanisms in an environmentally sustainable way.

4.0 CONTRIBUTING PROGRAMS AND CONDITIONS

4.1 WORK LIFE BALANCE

ZWSA offers a range of:

- leave options including personal, parental and carer.
- flexible work arrangements including management of hours worked, breaks and overtime
- other employee benefits that are designed to enable employees to achieve work life balance in their lives.

4.2 WELLBEING PROGRAMS

ZWSA offers a range of wellbeing programs including:

- participation Corporate Cup
- personal training once a week with a trainer provided at the cost of ZWSA
- volleyball team
- access and organisation of massages in the workplace (staff to pay cost of massage)
- annual flu vaccinations.

4.3 WELLBEING AMENITIES

ZWSA offers a range of amenities to improve wellbeing including:

- shower facilities for staff that wish to ride, walk or run to work
- undercover, lockable facility for push bikes
- plants placed around the office to improve air quality and feel of workstations

4.4 HEALTHY FOOD CHOICES

ZWSA offers a range of healthy food choices to improve wellbeing including:

- fruit provided each day for staff
- milk provided as a low fat option
- sugar free lollies provided for meetings

Internal catering and food provision

From time to time provision of food and drinks to ZWSA staff and visitors is required for:

- work related meetings for staff and visitors
- workshops and training events

Other food provision and supportive environments

Vending machines and fund raising via unhealthy food choices is not supported within the office.
Outside of policy scope:
This policy directive does not apply to food and drinks that staff or visitors bring from home for their personal use or to share for personal celebrations such as birthdays or farewells. It does not apply to food and drinks provided at Christmas events.

5.0 RESPONSIBILITIES

5.1 ZWSA RESPONSIBILITIES
ZWSA will:
- develop policies, procedures and initiatives consistent with this Employee Well Being Policy;
- regularly review conditions of employment and wellbeing programs and activities;
- report on the status of employee wellbeing in the business, including performance, activities, initiatives and opportunities; and

5.2 MANAGERS’ AND SUPERVISORS’ RESPONSIBILITIES
All ZWSA managers are responsible for:
- fair decision making which takes account of employee wellbeing as well as operational business requirements;
- acting consistently with policies, procedures, programs and activities which support employee wellbeing;
- supporting the implementation of ZWSA wellbeing programs and activities, including enabling reasonable employee access to programs and benefits; and
- contributing to a positive environment.

5.3 EMPLOYEES’ RESPONSIBILITIES
All ZWSA employees are responsible for:
- taking responsibility for their own wellbeing at work;
- acting consistently with policies, procedures, programs and activities which support employee wellbeing;
- supporting ZWSA wellbeing policies and programs; and
- contributing to a positive environment.