

Policy Title: Wellbeing Policy

Classification: Human Resources

Monitored by: HR Manager

Approved by: GM Professional Services

Effective Date: January 2022

Review Date: January 2024

Objective To outline the ways in which HCK aims to achieve a high level of employee wellbeing.

Commitment HCK is committed to supporting our employees to maintain a high level of physical and mental wellbeing. We recognise that work has an impact on the health of employees, and we want this impact to be positive.

Related Documents

- Health & Safety Policy
- Privacy Policy
- Working from Home Policy
- Anti-Bullying Policy
- Medical Assistance to Employees Policy
- Anti-Harassment Policy
- Smokefree Policy
- Health & Safety at Work Act 2015

Policy Details:

1. The Association will ensure the wellbeing of employees by regularly reviewing policies, procedures and ways of working that affect physical and mental health.
2. Regular employee satisfaction surveys will be conducted to monitor wellbeing. The results of this will be made available to employees and the Board, and areas for improvement will be analysed.
3. Employees are actively encouraged to raise concerns or suggestions relating to wellbeing by discussing this with their Head Teacher/Senior Teacher/HR Manager, or via their Health & Safety Representative.
4. Employees with a concern relating to their mental wellbeing will be supported. Solutions will be found that meet the needs of all parties, including the individual, team and the Association.
5. It is accepted that everyone experiences ups and downs in life. We will not tolerate any stigma, discrimination or abuse related to mental illness.
6. The privacy of individuals will be respected and confidentiality will be maintained.

Financial Commitment

1. The Association will provide an annual budget for employee wellness support.
2. The nature and content of the support will be tailored to the individual situation or circumstance.
3. Examples of how the budget may be used are:
 - Specific initiatives (eg: hearing tests, mole-mapping, PLD opportunities).
 - To support an individual or team with an issue related to wellbeing.
 - To sponsor or support a team entry into a health/fitness related event or initiative.
 - To provide financial support for an individual or team to access relevant professional services (eg: counselling, training).

Review:

This policy will be reviewed biennially, in consultation with staff.