

YA_ALL: THE YOUTH NETWORK

HEALTH AND WELLBEING POLICY

A workplace health and wellbeing policy formally conveys the value the organisation places on the health and wellbeing of its staff and states program intentions.

The following workplace health and wellbeing policy can be changed as needed to suit workplace specific needs.

Purpose: The policy acknowledges the importance of providing a workplace that addresses the health and wellbeing of its employees. The policy and ensuing activities represent our commitment to a healthy and effective workforce.

Ya_All recognises that addressing Health and Wellbeing can lead to healthier and happier employees and that safeguarding employee health and wellbeing is an important part of our organisational culture and identity.

This policy will address our workplace culture, day to day practices, increased access to health initiatives and the creation of an environment that supports and encourages healthy choices and practices every day.

Principles: When applying this policy, Ya_All will follow the following principles:

- Recognise that health is more than just the absence of illness and injury.
- Supportive and engaging work has benefits for individuals, families and wider society, beyond chronic disease risk reduction.
- Recognise that the workplace culture and environment contributes significantly to individuals' ability to make healthy lifestyle choices, including emotional wellbeing.
- Recognises that mental health and emotional wellbeing is at the priority of overall wellbeing apart from Physical health.
- Leadership is committed to providing all employees with a safe, healthy and supportive environment in which to work.
- Leadership are well positioned and will act as advocates and role models of workplace health and wellbeing.

- Commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.
- Recognise the voluntary nature of participation within health and wellbeing related activities.
- Commit to providing employees with access to safe and appropriate health and wellbeing information, activities and services (psychosocial support and health check-ups); following recommended good practice and quality service provision.

Policy Objectives

The following objectives have been established to contribute to the health and wellbeing of employees.

- To promote a tobacco free workplace environment and support employees seeking to quit.
- To provide access to healthy food choices through foods offered in the workplace and an environment that supports consumption of foods bought from home.
- To support employees to participate in regular physical activity and reduce sedentary practices through promotion, education and access to physical activity and movement opportunities.
- To support and promote employee wellbeing through provisions for seeking mental health support and services, team reflections and other work practices that promote a positive culture.
- Provision for taking menstrual leave, maternity leave, sick leave and mental health leave.

Responsibilities

Employees have a responsibility to:

- Understand this policy and seek clarification from management where required
- Consider this policy while completing work-related duties and at any time while representing Ya_All.
- Support fellow employees in their awareness of this policy and ensuing activities.
- Support and contribute to Ya_All's aim of providing a safe, healthy and supportive environment for all employees.

- Seek opportunities for involvement and advancement of ideas and planning where able and willing.

Managers have a responsibility to:

- Ensure that all employees are made aware of this policy.
- Actively support and contribute to the implementation of this policy, including the principles, objectives and procedures.
- Manage the implementation and review of this policy.

Scope

This policy:

- Applies to all employees at Ya_All;
- Will endeavour to provide equal participation opportunities for all employees, including peers, and part time employees;
- Includes all contract staff and volunteers at Ya_All.

Communication

Ya_All will ensure that:

- all employees receive a copy of this policy during the induction process
- this policy is easily accessible by all members of the organisation
- employees are informed when a particular activity or change to worksite environment or practice aligns with this policy
- employees are empowered to actively contribute and provide feedback to this policy
- Employees are notified of all changes to this policy.

Monitoring and review

Ya_All will review this policy annually. This will be carried out by **Program Lead, Health and Wellbeing Team.**

Effectiveness of the policy will be assessed through:

- Feedback from employees, the Health and Wellbeing Committee team and management.
- Review of the policy by management and committee to determine if all objectives have been met.