



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF  
TRANSPORT**

**WELLNESS MANAGEMENT POLICY  
VERSION 1**

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## **ACRONYMS AND ABBREVIATIONS**

1. EHW Strategic Framework – Employee Health and Wellness Strategic Framework
2. EWP Unit – Employee Wellness Programme Unit

## DEFINITIONS

1. Employer – Limpopo Department of Transport
2. Employee - Any person who is employed by or work for the Department and receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer
3. Intervention - Therapeutic and professional guidance to any employee in order to overcome his/her problem.
4. Rehabilitation - reform or help to change from one behavior to the other through professional intervention.
5. Rehabilitation centre – an institution which is officially registered to offer rehabilitation services.
6. Substance abuse – abuse of or dependence on all substances that modify mood or behavior including alcohol, sedatives, hypnotics, opioids, cocaine, amphetamine-like drugs, hallucinogens, cannabis, phencyclidine and even tobacco.
7. Supervisor - Any person in a position of authority and who oversees the performance of subordinate staff.

## **1. INTRODUCTION AND BACKGROUND**

The Department of Transport is committed to create a caring and supportive working environment that enhances employee productivity and their general wellbeing through the establishment of the wellness management policy. Individual wellness is viewed as the promotion of the physical, social, emotional; occupational, spiritual, financial and intellectual wellness of individuals. The development of this policy is based on the EHW strategic framework for the Public Service (2008) which is a shift away from the traditional Employee Assistance Programme which was more reactive. In contrast Wellness Management approach is largely preventative.

## **2. PURPOSE AND OBJECTIVES**

The purpose of the policy is to:

- 2.1 Promote the physical, social, emotional, occupational, spiritual, financial and intellectual wellness of individuals.
- 2.2 Address wellness needs of employees through preventative and curative measures.
- 2.3 Inculcate organizational climate and culture that is conducive to wellness and comprehensive identification of psych-social health risks.
- 2.4 Create Work-Life Balance through flexible policies in the work place to accommodate work, personal and family needs.
- 2.5 To promote team building, spirit, morale and cooperation amongst employees.

This policy addresses four dimensions namely, physical wellness, psycho-social wellness, organisational wellness and work life balance.

### 3. LEGAL FRAMEWORK

- 3.1 The Constitution of the Republic of South Africa 1996 (Act No. 108 of 1996)
- 3.2 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- 3.3 Employment Equity Act, 1998 (Act No. 55 of 1998)
- 3.4 Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- 3.5 Labour Relations Act, 1995 (Act No. 66 of 1995)
- 3.6 National Sports and Recreation Act 1998 (Act no110 of 1998)
- 3.7 Employee Health and Wellness Strategic Framework 2008 DPSA
- 3.8 Mental Health Care Act, 2002(Act17 of 2002)
- 3.9 Compensation for Occupational Injuries and Diseases Act, 1993 (Act 130 of 1993)

### 4. SCOPE OF APPLICATION

This policy is applicable to all employees of the Department of Transport.

### 5. POLICY PRINCIPLES

- 5.1 **Accessibility:** Wellness Management Programme will be open to employees of the Department and their immediate family members.
- 5.2 **Confidentiality:** All information will be dealt with as confidential. Any information disclosed during consultation/counseling shall not be disclosed to anyone including management without the employee's written consent. However certain circumstances may warrant the disclosure of information e.g. when disclosure is necessary to prevent harm or danger to a client or another person or a community or subpoena by the court of law.
- 5.3 **Neutrality:** The programme shall remain neutral and provide an equitable service to both employees and the employer.

- 5.4 **Voluntarism:** Participation in the programme shall be voluntary without denying managers the prerogative of referring troubled employees for assistance. If a troubled employee has been identified, but refuse to be given assistance, whereas his/her performance is deteriorating, such an employee will face disciplinary action.
- 5.5 **Timeous intervention:** Efforts should be made to ensure early identification and referral to Wellness Management.
- 5.6 **Impartiality:** Participation in the programme should not prejudice employee's job or security or chances for promotion or any other job related benefits.
- 5.7 **Prevention of abuse:** Any employee or participating party as well as the executing authority should not abuse the programme.

## **6. POLICY PRONOUNCEMENT**

Implementation of this policy will be guided by Batho Pele Principles and any other piece of relevant legislation.

## **7. ROLES AND RESPONSIBILITIES**

### **7.1 MANAGERS AND SUPERVISORS**

- 7.1.1 Early identification and referral of challenged employees to Wellness Management.
- 7.1.2 Ensure that employees are fully informed about the programme.
- 7.1.3 Maintain and encourage adherence of all Wellness Management principles especially the principle of confidentiality.
- 7.1.4 Managers/supervisors should take cognizance of the fact that employees are entitled to consult Wellness Management practitioners during working hours.

- 7.1.5 Supervisory training shall be conducted as part of the advisory sessions.
- 7.1.6 Adhere to the provisions of this policy with regard to referral of challenged employees.
- 7.1.7 Manage job performance and intervene when it is deteriorating.

## **7.2 EMPLOYEE**

- 7.2.1 Early identification and self-referral to Wellness Management in order to receive timeous intervention.
- 7.2.2 Utilise the Wellness Management as a support programme to enhance performance.
- 7.2.3 Look after his/her body by following a nutritionally balanced diet and maintaining his/her body mass within a healthy range.

## **7.3 EMPLOYER**

- 7.3.1 Ensure the appointment of relevant professionals to implement the programme.
- 7.3.2 Provide physical and financial resources for the programme.

## **7.4 LABOUR REPRESENTATIVES**

- 7.4.1 Represent employees in the Department.
- 7.4.2 Ensure that the employer fulfills mandates of wellness legislation and regulation.

## **7.5 WELLNESS MANAGEMENT UNIT**

- 7.5.1 Coordinate the implementation of the programme, projects and Interventions.



- 7.5.2 Render counseling to individual employees.
- 7.5.3 Analyse and evaluate data and communicate to management.
- 7.5.4 Coordinate and monitor physical and recreational activities.
- 7.5.5 Promote work –life balance for employees

## **8. PHYSICAL WELLNESS**

The aim of the physical dimension is to promote physical wellbeing and functioning.

- 8.1 All employees including interns and contract workers are eligible to participate in approved sports and recreation codes.
- 8.2 The participants' conduct is regulated by the employer's code of conduct.
- 8.3 Employees shall participate in league games, tournaments and practices.
- 8.4 Sports and recreational activities are held on Wednesdays from 14h00.
- 8.5 In situations where games have to be held on different times or days, approval should be sought from the accounting officer.
- 8.6 All employees must be registered in their respective sporting and recreational codes.
- 8.7 Sports and recreation attendance register has to be signed before and after any practice and game.
- 8.8 All sports and recreation injuries will be covered according to Office Instruction No 194 as per the Compensation for Occupational Injuries and Diseases Act, 1993 resulting from team building exercises.
- 8.9 Employees are required to utilise official common transport to attend sports and recreation activities.
- 8.10 Employees on other official motor schemes are required to seek prior approval from their supervisors before undertaking sports and recreational trips.

8.11 Participants may arrive an hour prior to the activity in order to have sufficient time to prepare. In certain instances players might leave the sports field after working hours.

8.12 Should employees be interested in other sporting codes that are not mentioned below, a written request should be made to the Employee Wellness Directorate. The Directorate will then look into the feasibility of including this particular code. If a decision is taken to include the code, then an addendum will be prepared for the approval of the HoD.

8.13 The following are registered codes:

- a. Netball
- b. Soccer
- c. Volleyball
- d. Choir
- e. Aerobics
- f. Traditional dance
- g. Indigenous games
- h. Chess
- i. Fun Run/Walk
- j. Golf

## **9. PSYCHO-SOCIAL WELLNESS**

The aim of the psycho-social dimension of wellness is to promote the ability of employees to interact successfully and to live up to expectations and demands of personal roles, to promote emotional intelligence, self-esteem, optimism, sense of coherence, and resilience of employees. It also aims to promote a set of guiding beliefs, principles or values that help give direction to life, the ability to make sound decisions, and to promote financial fitness.

9.1 Counselling/therapeutic services are offered to employees and their immediate family members.

9.2 The services are accessed in the following way:

**Self-referral** – an individual refer himself/herself to the programme for consultation.

**Informal referral** – the individual access the services through the advice of colleagues or friends.

**Formal referral** – an employee is referred to the programme by the supervisor utilizing a formal referral form.

**Referral from Labour Relations** – during labour relations investigations or hearing a recommendation could be made that an employee should consult wellness professional as part of the sanction or corrective measure.

9.3 These services are voluntary. However, if a challenged employee has been identified but refuses to be given assistance, whereas his or her performance is deteriorating; such employee will face disciplinary action.

9.4 The principles of confidentiality, accessibility, neutrality, and impartiality will be upheld.

9.5 The counseling services will be open to employees and their immediate family members.

9.6 The psycho-social services include among others therapeutic services and proactive programmes such as financial wellness, substance abuse and stress management etc.

9.7 In situations where further intervention is needed, the professional will refer the client to specialist for such intervention e.g. substance abuse rehabilitation, psychological and psychiatrist assessments.

9.8 Employee referred to Substance Abuse Rehabilitation Centres for treatment shall pay for their treatment if they have Medical Aid with funds that pay for the treatment. If a particular Medical Aid does not cover costs for rehabilitation or if an employee's Medical Aid is exhausted, the Department shall pay for rehabilitation treatment only

once. The cost of rehabilitation for employees who are without Medical Aid will be borne by the Department only once through the Employee Health and Wellness Programme. The Department will not cover the cost for the substance abuse rehabilitation of family members.

- 9.9 Employees should be willing and allowed to attend after care services for substance abuse rehabilitation.
- 9.10 The Department will transport employees for substance abuse rehabilitation and After-Care services. Employees will be responsible to arrange transport for weekend leaves given by rehabilitation centres.
- 9.11 Substance Abuse Rehabilitation is voluntary and subject to consent of the employee concerned. An employee, who refuses to undergo rehabilitation but still continue with the behavior, will be subjected to Labour Relations disciplinary processes.
- 9.12 The Department will send an employee for substance abuse rehabilitation services only once. In case of relapse, a second chance will be allowed only once at the expenses of the employee concerned.
- 9.13 Employees will utilise special leave to attend substance abuse rehabilitation services.

## **10. ORGANISATIONAL WELLNESS**

This dimension aims to promote an organizational culture that is conducive to an individual and organisational wellness in order to enhance the effectiveness and efficiency of the Department.

- 10.1 Conduct organizational survey to determine environmental factors that impact on employees productivity e.g. work related stress, absenteeism, poor working relations etc.

- 10.2 Conduct regular health assessments to determine the health of Employee and how it will impact on the organisation.
- 10.3 Analyse information from exit interviews to establish reasons for leaving the Department.
- 10.4 Develop and implement support programmes such as workplace violence, bullying, victimization, discrimination and harassment.

## **11. WORK LIFE BALANCE**

The work life balance programme promotes flexibility in the workplace to accommodate work, personal and family needs which can result in benefitting the organisation due to higher levels of employee satisfaction and motivation.

- 11.1 Allow breastfeeding mothers time to breast feed their babies at home during working hours. In South Africa, in terms of the Good Practice on the Protection of Employees during Pregnancy and after birth, the employer needs to make the necessary arrangements for breast feeding mothers to have breaks of 30 minutes twice per day for breast feeding (if employee's workplace is close to home). Employees should be permitted to put their breast feeding times together and take this time (an hour) at the beginning or end of the work day (if employee's workplace is far from home) Breastfeeding breaks will be allowed up until the child is six months old.
- 11.2 Offer retirement advisory sessions in the workplace.

## **12. MONITORING AND EVALUATION**

12.1 Monitoring and evaluation of the programme will be a continuous process by the EWP Unit.

12.2 The Monitoring and Evaluation Unit will also track progress and policy achievement in terms of the objectives.

12.3 The EWP Unit in the Office of the Premier will also monitor and evaluate the effectiveness of the programme.

## **13. REVIEW AND TERMINATION OF THE POLICY**

The policy will be reviewed every 36 months based on the comments and inputs from the stakeholders and it will be terminated upon the inception of the new policy.

## **14. DEFAULT**

Any third party who has a contractual relation with the Department and contravenes the provision of the policy will be dealt with in terms of the penalty clause of the agreement entered into by and between him/her and the Department.

Employees who violate this policy will be disciplined in terms of measures contained in or published in one or more prescripts that are contained in the Legal Framework of this policy.

## **15. INCEPTION DATE**

The inception date of this policy will be within 30 days after the approval by the Executing Authority.

**16. ENQUIRIES**

Enquiries regarding this policy should in the first instance be directed to EWP Unit.

**RECOMMENDED/NOT RECOMMENDED**

For approval  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
**ACCOUNTING OFFICER**

28/8/15  
\_\_\_\_\_  
**DATE**

**APPROVED/NOT APPROVED**

APPROVED  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
**MEMBER OF EXECUTIVE COUNCIL**

03/09/15  
\_\_\_\_\_  
**DATE**