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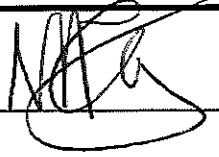
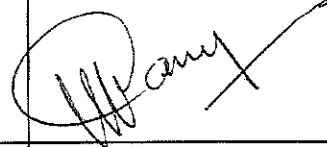
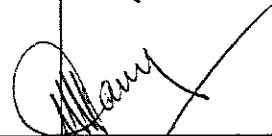
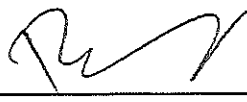

**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

**OFFICE OF THE PREMIER**

**WELLNESS MANAGEMENT POLICY**

## Document Approval Page

### WELLNESS MANAGEMENT POLICY

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## **1 INTRODUCTION**

The Office of the Premier acknowledges the existence of employees' personal and work related problems that may have a negative influence on service delivery. As a result it recognises its responsibility to create and maintain a healthy and supportive working environment aimed at enhancing service delivery and quality of life for all employees in the Office. This policy should be read in conjunction with the 2008 National EH&W Strategic Framework, step-by-step implementation guide and the Monitoring tool.

## **2 AUTHORITY OF THE POLICY**

This policy is issued under the Authority of the Premier as the Executive Authority and the Director General as the Accounting Officer.

## **3 SCOPE**

This policy is applicable to all employees in the Office of the Premier as contemplated in the Public Service Regulations, 2016.

## **4 LEGISLATIVE MANDATE**

4.1 The policy guideline should be read in conjunction with the following instruments

4.2 Constitution of the RSA, 1996 [Act No. 108 of 1996]

4.3 Disaster Management Act, 2002 [No. 57 of 2002]

4.4 Basic Conditions of Employment Act, 1997 [No. 75 of 1997]

4.5 Occupational Health and Safety Act, 1993 [No. 85 of 1993] as amended

4.6 Employment Equity Act, 1998 [No. 55 of 1998] as amended

4.7 Labour Relations Act, 1995 [No. 66 of 1995] as amended

4.8 Promotion of Equality and Prevention of Unfair Discrimination Act, 2000 [Act No. 4 of 2000]

## **5 OBJECTIVES**

- 5.1 To improve on the provision of Disease Management Programmes and Mental health services;
- 5.2 To promote physical fitness and healthy lifestyle;
- 5.3 To empower employees with life skills to manage life stressors;
- 5.4 To strengthen the knowledge levels of individuals, help catalyze and reinforce behavior change practices.
- 5.5 To create a nondiscriminatory work environment for infected and affected employees.
- 5.6 Create an organizational climate and culture that is conducive to employees' wellness and comprehensive identification of psycho-social health risk.
- 5.7 Promote Work-Life Balance through flexible practices in the workplace to accommodate work, personal and family needs.

## 6 DEFINITIONS

6.1 **"Employee"** means a person as defined in terms of the section 213 of the Labour Relations Act, (1995) Act no. 66 of 1995.

6.2 **"Provincial EH&W Committee"** means a committee established in terms of section 19 of the Occupational Health and Safety Act, 2008( Act No. 85 of 2008).

6.3 **"Employee Health and Wellness Advisory Committee"** is a Departmental committee constituted by the following the stakeholders; yet not limited to EH&W, HRM, HRD, Finance Management, PMDS, Organized Labour and Risk Management to oversee the implementation of EH&W programmes and advise where necessary.

6.4 **Wellness"** is an active process for both the individual and the organization, where active steps can be taken to reduce chronic diseases and mitigate its debilitating impact on individual personal lives and organizational productivity (World Economic Forum).

6.5 **"Physical Wellness"** promotes taking care of your body for optimal health and functioning.

6.6 **"Social Wellness"** emphasizes the positive and interdependent relationship with others and nature.

6.7 **"Psychological Wellness"** is a dynamic state of mind that is influenced by and influences our physical, intellectual, spiritual and social lives.

6.8 **"Spiritual Wellness"** refers to integrating our beliefs and values with our actions; it enhances the connection between mind, body and spirit.

6.9 **"Financial Wellness"** is the ability to maintain a fully developed and well balanced plan for managing one's financial life that is integrated with personal values and goals.

6.10 **"Immediate Family"** means spouse and children or as determined by the Department.

6.11 **"Work-Life Balance"** the achievement of equality between time spent working and one's personal life (Webster). It promotes flexibility in the workplace to accommodate work, personal and family needs; which can result in benefits to organizations due to higher levels of employee satisfaction and motivation.

6.12 **"Mental Health"** is a basic component of positive health and well-being. It refers to a variety of illnesses that affect our mental and emotional well-being. It is necessary to provide emotional and spiritual resilience to allow enjoyment of life and effective management of distress and disappointment.

6.13 **"Diseases management"** refers to the processes and people concerned with improving or maintaining health status of individuals. It focuses on the reduction of the impact of diseases on

quality work life by increasing knowledge level on communicable and non-communicable disease amongst employees.

## **7 POLICY PRONOUNCEMENTS**

7.1 The Accounting Officer shall ensure that Employee Wellness Programme is available to all employees;

7.2 The Employee Wellness Programmes shall amongst others have the following elements:-

- PSYCHO-SOCIAL WELLNESS
- ORGANIZATIONAL WELLNESS
- WORK LIFE BALANCE
- PHYSICAL WELLNESS
- MENTAL AND MEDICAL HEALTH MANAGEMENT

7.3 The Employee Wellness programme shall be monitored and monthly and quarterly reports presented to the Accounting Officer and the Top Management.

## **8. DEFAULT**

Any employee of the Office of the Premier who contravenes the provisions of this policy shall be charged with misconduct.

## **9. INCEPTION DATE**

The inception date for this policy will be after approval by the Accounting and Executive Authority.

## **10. TERMINATION AND REVIEW CONDITIONS**

This policy will remain in force unless withdrawn or amended by the Executive Authority and/or the Head of Department and shall be reviewed bi-annually or whenever a need arises.

## **11. ENQUIRIES**

All enquiries can be directed to the Employee Health and Wellness Programme Sub Directorate

## **12. MONITORING AND EVALUATION**

The Office of the Premier shall:

12.1 Ensure that the implementation of the policy is monitored monthly and quarterly.

12.2 evaluate the achievements of policy objectives at least once every two years