



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

WELLNESS MANAGEMENT POLICY

REF: S.9/3/P

2017 REVIEWED VERSION

DATE OF APPROVAL: 27 September 2017

RECOMMENDED BY:



HEAD OF DEPARTMENT

(MAISELA RJ)

APPROVED BY:



Hon. MEC for Limpopo Department of Agriculture and Rural Development

Mapula Mokaba-Phukwana (MPL)

2017-09-13

DATE

27/09/2017

DATE

TABLE OF CONTENTS	PAGES
1. ACRONYMS AND ABBREVIATIONS	1
2. EXECUTIVE SUMMARY	2
3. INTRODUCTION	2
4. PURPOSE AND OBJECTIVES OF THE POLICY	2
5. AUTHORITY OF THE POLICY	3
6. LEGAL FRAMEWORK	3
7. SCOPE OF APPLICATION	4
8. DEFINITIONS	4
9. POLICY PRONOUNCEMENTS	5
9.1 Principles	5
9.2 Individual Physical Wellness	6
9.3 Psycho Social Wellness	6
9.4 Organisational Wellness	6
9.5 Work Life Balance	6
9.6 Role Players and Responsibilities	7
9.6.1 The Head of the Department	7
9.6.2 The designated Director	7
9.6.3 The Wellness Coordinator	7
9.6.4 EHW Coordinator	8
9.6.5 The Employee	8
9.6.6 Managers/Supervisors	8
9.6.7 The Labour Representatives	8
9.7 MONITORING AND EVALUATION	8
10. DEFAULT	8
11. INCEPTION DATE	9
12. REVIEW AND TERMINATION CONDITIONS	9
13. ENQUIRIES AND REPORTING	9

1. ACRONYMS AND ABBREVIATIONS

DPSA	Department of Public Service and Administration
EAP	Employee Assistance Programme
EHW	Employee Health and Wellness
HOD	Head of Department
LDARD	Limpopo Department of Agriculture and Rural Development
MEC	Member of the Executive Council
RSA	Republic of South Africa
WHO	World Health Organisation

2. EXECUTIVE SUMMARY

The Wellness Management Policy is addressing the following focus areas:

- 2.1 Individual physical wellness
- 2.2 Psycho –social wellness
- 2.3 Organisational wellness
- 2.4 Work –Life balance programme

The following aspects are also covered in this Policy: Explanation of definitions, legal framework, roles and responsibilities of all relevant role players, principles underpinning the Policy and its application. The intention is to ensure that the wellness of all employees is managed according to a fair, reasonable and applicable guiding instrument.

3. INTRODUCTION

The employer, Limpopo Department of Agriculture and Rural Development (LDARD), acknowledges and demonstrates commitment and responsibility for the well-being of employees in order to achieve optimal performance through the implementation of Wellness Management programmes in the workplace. The development of this Policy is based on the Employee Health and Wellness (EHW) Strategic Framework for the Public Service (2009) which acknowledges the need to expand the scope of the Employee Assistance Programme (EAP) services to be comprehensive in response to employees' personal and work-related problems and enhancing organisational performance.

Wellness Management programmes emerged as a priority due to an increasing recognition that the health and wellbeing of employees directly impacts on the productivity of the entire organization. As employees are the life-blood of the organization it is vital to help them produce at their optimum levels. Both personal and workplace factors influence overall employee wellness and performance. The World Health Organisation (WHO) Global Plan of Action on Workers Health 2008-2017 states that workers represent half of the world's population and that they are major contributors to economic development.

This Policy will be implemented in line with existing legislations, other policies and the EHW Management Systems Monitoring Tool. It seeks to strengthen and improve the efficiency of existing services and programmes and introduce additional strategic interventions based on recent advances in knowledge.

4. PURPOSE AND OBJECTIVES

This Policy serves as a broad guide for the LDARD in responding to the wellness of employees in the Public Service world of work. It specifically provides guidelines and a framework on the implementation of the Wellness Management programmes in the LDARD.

The objectives of this Policy are to provide guidelines in achieving the following:

- a) Promote the individual physical wellness.
- b) Provide psycho social wellness services to individuals at all levels of emotional, occupational, spiritual and economical concerns.
- c) Ensure organizational wellness by creating an organizational climate and culture that is conducive to improve wellness, maximum productivity and comprehensive identification of psycho-social health risks.
- d) Promote a Work-Life Balance programme in the workplace to accommodate both work as well as personal needs.

5. AUTHORITY OF THE POLICY

This Policy is issued under the authority of the Hon Member of the Executive Council (MEC) of the LDARD as the Executive Authority and Head of Department (HOD) of the LDARD as the Accounting Officer.

6. LEGAL FRAMEWORK

- Constitution of the RSA, [Act No. 108 of 1996]
- Public Service Act [No. 1994] as amended and Public Service Regulations, 2007
- Labour Relations Act [No. 66 of 1995]
- Promotion of Equality and Prevention of Unfair Discrimination [Act No. 4 of 2000]
- The Medical Scheme Act [No. 131 of 1998]
- Employee Health and Wellness Strategic Framework 2009
- EHW Management Systems Monitoring and Readiness Assessment Tool
- EAPA – SA Standards 2009
- Mental Health Care Act [No. 17 of 2002]
- White Paper on Sports and Recreation South Africa 1998
- WHO Global Worker's Plan 2008-2017
- Occupational Health and Safety Act [No. 85 of 1993]
- Compensation for Occupational Diseases and Injuries Act [No.130 of 1993]
- Basic Conditions of Employment Act [No. 75 of 1997]

Departmental Policies:

- LDARD Social Responsibility Policy

7. SCOPE OF APPLICATION

This Policy is applicable to all employees of the LDARD and their immediate families.

8. DEFINITIONS

Employee Health and Wellness (EHW) is a programme intended to enhance productivity of the Employees' and which hinges upon four pillars, i.e. (i) HIV, TB and STIs (HTS), (ii) Health and Productivity Management (HPM), (iii) Safety, Health, Environment, Risk and Quality (SHERQ) and (iv) Wellness Management.

Employee is a person employed by the LDARD.

Employee Health and Wellness Committee is a team that oversees the implementation of the Wellness Management Policy and its programmes in the workplace as per departmental terms of reference outlining the responsibilities. It is a committee that is established and appointed by the HOD to initiate, develop, promote, maintain and review measures to ensure the wellness of employees' at the workplace. This is a multi-disciplinary team consisting of relevant representatives of various line departments or sections within the department.

Head of Department is the employer who is the Accounting Officer of the Limpopo Department of Agriculture and Rural Development and includes any employee acting in such post.

Employee Health and Wellness Coordinator is an employee tasked with the responsibility to coordinate the implementation of wellness programmes in the workplaces.

Immediate Family is an employee's immediate family members, i.e. spouse or partner, biological, foster and adopted children, parents and parents-in-law.

Organizational Wellness refers to the state of a conducive working environment created by interaction of both the individual employees and the organisation to enhance efficient and effective service delivery. The focus is on improving leadership style, management practices, and work organisation, employees' attitudes, social support and organisational culture.

Individual physical Wellness refers to promotion of taking care of the body for optimal health and functioning.

Psycho Social Wellness is a dynamic state that is influenced by and influences our physical, social, intellectual, spiritual, economic, occupational and financial lives.

Supervisor is a person in the first line management delegated to direct, coordinate, enhance and evaluate job performance of individual employees.

Wellness – Is more than the absence of diseases. It is a holistic process for both the individual and the organization, where active steps are taken proactive and curative to reduce chronic diseases and mitigate its debilitating impact on individual personal lives and organisational productivity.

Wellness Coordinator refers to a person who is professionally trained and registered with a

relevant statutory body to perform psycho social wellness therapeutic interventions.

Work-Life Balance refers to the achievement of equality between times spent working and one's personal life.

Workplace any premises or place where a person performs work in the course of his employment at Head Office, Districts, Municipalities and Service Centers levels.

9. POLICY PRONOUNCEMENTS

9.1. PRINCIPLES

The implementation of the Wellness Management Policy in the LDARD is underpinned by the following principles:

- 9.1.1 **Confidentiality:** Employees utilizing the Wellness Management programme are assured of confidentiality, except in cases of risk to self and others or in terms of legislation and the employee give consent to the disclosure. All employees' records shall be kept strictly confidential by the Wellness Coordinator.
- 9.1.2 **Coherence:** The programme shall not contradict or replace any existing legislations, policies and administrative procedures. It shall remain neutral and complement other departmental policies.
- 9.1.3 **Eligibility and Accessibility:** Focus on all levels of employment irrespective of position and workplace.
- 9.1.4 **Voluntarism:** Participation in the programme shall be voluntary without, however, denying management the prerogative of recommending and referring employees for assistance.
- 9.1.5 **Prevention of abuse:** Any employee, employer, participating party as well as Executive Authority shall not use the programme for ulterior purpose.
- 9.1.6 **Respect for dignity, autonomy, justice and fairness:** These generic principles will guide the actions of all role players involved in the implementation of the Wellness Management Policy.

9.2 INDIVIDUAL PHYSICAL WELLNESS

- 9.2.1 Awareness and education programs on Wellness shall be provided.
- 9.2.1 Sports, exercise, recreation, meditation, relaxation activities and Wellness Days shall be promoted and implemented in line with the Corporate Social Responsibility Policy.
- 9.2.3 Wellness Centres with comprehensive wellness programmes shall be established and maintained.

9.3 PSYCHO SOCIAL WELLNESS

- 9.3.1 Preventative and curative programmes on psycho social wellness to address social, financial, emotional, spiritual, intellectual and economic needs of employees and the organisation shall be developed and implemented.
- 9.3.2 Types of referral for psycho-social services shall be self, informal and formal.
- 9.3.3 Employees referred formally by the supervisor where job performance is affected, and the employee refuses to be referred, disciplinary measures may be effected.
- 9.3.4 Psycho social wellness therapeutic interventions shall be done by a professional person only who is registered with a statutory body referred to as a Wellness Coordinator in this Policy.
- 9.3.5 Employees referred for psycho social wellness therapeutic interventions shall be treated equally like any other employee and should not receive preferential or adverse treatment due to his/her participation in the programme.
- 9.3.6 The employer shall provide budget for employees referred for external professional services.
- 9.3.7 The cost of services at private institutions shall be borne by the individual employees requiring such services.
- 9.3.8 Bereavement services to employees and their immediate family members is part of psycho social wellness and shall be provided for in line with this Policy.

9.4 ORGANIZATIONAL WELLNESS

- 9.4.1 Proactive interventions that promote organizational wellness shall be implemented.
- 9.4.2 Interventions to promote organisational culture and a climate conducive to enhance the effectiveness and efficiency of the employees will be implemented.
- 9.4.3 Interventions on organisational development, management consultation and advice on managing identified psycho social risks relating to organisational wellness will be provided.

9.5 WORK-LIFE BALANCE

- 9.5.1 A Wellness Management flexibility programmes that address work-life balance shall be implemented.
- 9.5.2 Family Support and Child Care services shall be provided.
- 9.5.3 Retirement and elder care management programmes in the workplaces shall be developed and implemented.

9.6 ROLE PLAYERS AND RESPONSIBILITIES

The implementation of this Policy involves the following role players:

9.6.1 The Head of the Department

- a) Ensures development and implementation of a written Policy on managing the wellness of both the employees and the organization.
- b) Appoints a designated Director responsible for Employee Health and Wellness to champion the Wellness Management programmes.
- c) Appoint suitably qualified Wellness Coordinators to render Wellness Management programmes on psychosocial wellness therapeutic interventions in the LDARD.
- d) Provide budget to appoint an external Service Provider for psycho social wellness therapy in cases that need outsourcing of the services.
- e) Ensures the provision of resources for the implementation of Wellness programmes.
- f) Ensures establishment, appointment and functioning of a participative EHW Advisory Committee that will oversee the implementation of Wellness programmes in the workplaces.

9.6.2 The Designated Director

- a) Assists the Head of the Department in ensuring that the assigned responsibilities stated above are implemented.
- b) Structures, strategizes, plans and develops holistic employee Wellness Management programmes.
- c) Ensures alignment and review of this Wellness Management Policy with existing legislations and other departmental policies and procedures.
- d) Implements Wellness Management strategies and interventions within budgetary guidelines.
- e) Develop, implement and review service standards for the Wellness Programme.
- f) Develops and maintains an effective communication system with all relevant stakeholders.
- g) Ensures that the programme responds to national imperatives and economic growth.
- h) Monitors, evaluate and review the effective functioning of the Wellness programme.

9.6.3 The Wellness Coordinator

- a) Coordinates the implementation of the wellness management programmes, projects and interventions.
- b) Provides psycho social wellness therapeutic interventions.
- c) Establishes and maintain records of all activities and services in line with a departmental records management Policy.
- d) Monitor the appointed external Service Provider in cases that require outsourcing of the services.

9.6.4 EHW Coordinator

- a) Assists the Wellness Coordinator on the implementation of wellness management programmes, projects and interventions.
- b) Be involved with the identification of employees' needs and health risks at the workplaces.
- c) Initiates and arrange employees training with regard to employee wellness.
- d) Act as a focal point for marketing and promoting the programme at the workplaces.
- e) Submits monthly reports on activities conducted to the Wellness coordinator.

9.6.5 The Employee

- a) To utilise the programme for both personal and organisational gain.
- b) To cooperate when services are rendered to him/her.

9.6.6 Managers/Supervisors

- a) Early identification of employees with performance problems and referral to Wellness Coordinator for assistance.
- b) Support and market the programme to the employees.

9.6.7 The Labour Representatives

- a) Represent employees in the workplaces and cooperate with the Wellness Coordinator when consulted on employees' wellness matters.
- b) Ensures that the employer fulfil mandates of Wellness Management legislations, regulations and policies in order to optimize wellness in the workplaces.
- c) Attend and participate in EHW Advisory Committee meetings.

9.7 MONITORING AND EVALUATION

- a) The employer shall ensure that an effective, efficient and implementable monitoring and evaluation system is in place for successful implementation of the Policy.
- b) Monitoring of progress on implementation of the Wellness Management programmes shall be conducted regularly to assess whether the programme is appropriate, cost effective and meeting the set objective through quarterly reports. These reports will inform review measures and future planning for the programme.

10. DEFAULT

Non-compliance and deviations from this Policy is not acceptable. Any request for deviation to this Policy will be made in writing and approved by the Accounting Officer.

11. INCEPTION DATE

The inception date is the date of approval of the Policy.

12. TERMINATION AND REVIEW

This Policy will be reviewed every three years (3) or as and when a need arise. Should the Policy still be in the review process by the time it lapses, an extension period is applicable and the approved Policy remain valid until the reviewed version is approved.

13. ENQUIRIES AND REPORTING

Enquiries regarding this Policy can be directed to:

Director Employee Wellness and Special Programmes, Limpopo Department of Agriculture and Rural Development, Private Bag x 9487, Polokwane 0700. Telephone – 015 294 3000.

Employee Wellness is responsible for the timeous review, circulation, advocacy, and availability and feed-back regarding this Policy. Employee Wellness is also responsible for reporting towards oversight bodies in the event of enquiries with regards to this Policy.

Recommended:



.....
**Head of Department
(Maisela RJ)**

2017-09-13

.....
Date

Approved:



.....
**Hon MEC for Agriculture and Rural Development
(Mapula Mokaba-Phukwana (MPL))**

27/09/13

.....
Date