



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

**POLICY ON EMPLOYEE HEALTH & WELLNESS
PROGRAMMES
DEPARTMENT OF SPORT, ARTS & CULTURE**

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POLICY ON EMPLOYEE HEALTH AND WELLNESS PROGRAMMES

1. PREAMBLE

The Department values all its employees and commits itself to promoting their well-being. It recognizes that un-addressed personal, interpersonal and organizational problems can and usually lead to under-performance and attendance problems, overuse of medical/health benefits, workers compensation and disability cases, disciplinary actions, accidents and litigation costs (financial and productivity losses to a work organization). Most of these difficulties, once identified early and referred to appropriate assistance can be resolved to the benefit of both the employee and the department. The Health and Wellness programme entails Employee Assistance Programme (EAP), Occupational Health and Safety (OHS), HIV and AIDS at the workplace and other illnesses.

2. PURPOSE

- 2.1 To provide guidance on the establishment and management of Employee Health and Wellness programmes.
- 2.2 To improve the quality of life of all employees by providing support and helping to alleviate the impact of everyday work and personal and family problems.

3. LEGAL FRAMEWORK

- a) The public service regulations, 2001 as amended
- b) Employment Equity Act, 1998 (Act 55 of 1998),
- c) Labour Relations Act, 1995 (Act No 66 of 1995)
- d) Occupational Health Safety Act, 1993, (Act No 85 of 1993)
- e) Basic Conditions of Employment Act, 1997 (Act No 75 of 1997)
- f) Compensation for Occupational Injuries and Diseases Act, 1993 (Act No130 of 1993)
- g) Skills Development Act, 1997 (Act, No 75 of 1997)
- h) Employee Assistance Professional Association (EAPA)-SA Standards 2002
- i) Manual on managing HIV/AIDS in the workplace
- j) Mental health Care Act, 2002 (Act No. 17 of 2002)

4. DEFINITION

Employee Health and Wellness Programme (EHWP) focuses on an employee's personal and work-related problems that impact on service delivery. These problems may include, but are not limited to health, marital, family, financial, alcohol, drug, legal, emotional, stress, or other personal concerns which may adversely affect employee job performance.

The EHWP is thus designed to provide greater support in minimizing the impact of everyday life on job performance and improving the employee's quality of life.

5. SCOPE OF APPLICATION

To all employees of the Department of Sport, Arts and Culture employed in terms of the Public Service Act.

6. MAJOR POLICY PRINCIPLES

The Department believes that the success of the EHWP depends on the degree to which management, employee organizations and employees uphold, support and promotes the implementation and maintenance of the following principles:

6.1 Confidentiality

- 6.1.1 Confidentiality underpins consultation processes in the programme. Personal problems of employees utilizing the programme will be treated in a confidential manner to ensure that staff have no concerns that participation in the programme will in any way affect their privacy, dignity or standing in the Department.
- 6.1.2 Any information shared during consultation and counseling shall not be disclosed to anyone (management included) without the employee's written consent except when disclosure is required. In the case of a formal management referral, the employee must give consent in writing that the Employee Assistance (EA) practitioner may share information or give report on his/her progress.
- 6.1.3 The information provided by the employee client during consultation shall not be utilized for any purpose than those agreed upon between the EA professional and the employee client.
- 6.1.4 All employee clients' records shall be kept strictly "confidential" and not in the employees' personnel files or any official record of the department. The disposal of employee case file will be disposed in terms of the Provincial Archive Disposal policy.

6.2 Eligibility and Accessibility

EHWP will be accessible and available to all employees irrespective of position or level in the department and their immediate family members either as referrals from supervisors or voluntary self-referral basis.

6.3 Neutrality

- 6.3.1 EHWP shall not become trapped in the traditional interface between management and employees; and shall not clash with the existing and administrative procedures.

6.3.2 EHWP does not replace any existing procedures, but provides innovative methods of managing performance related problems. To this end, the following applies:

- a) EHWP is not intended to replace or address issues of personnel selection or evaluation.
- b) EHWP will refer relevant labour or industrial related issues to the relevant sub-branch.
- c) EHWP will also refer appropriately issues of performance management

6.4. Timely intervention

6.4.1 Efforts shall be made to ensure early identification and treatment of problems, thus facilitating good prognosis.

6.4.2 Participation in the programme will be voluntary. Management (supervisors and union representatives) is encouraged to refer employees to EAP in circumstances in which they are likely to benefit from the EHWP. The decision to accept assistance remains the free choice of the employee.

6.5. Impartiality

6.5.1 Employees making use of the EHWP should not be victimized or discriminated against in any way.

6.5.2 Participation in the programme shall not jeopardize the employee client's job security or chances of promotion or other related benefits.

6.6. Equal treatment

6.6.1 Employees who use EHWP services shall receive the same consideration as those with medical problems.

6.6.2 No employee shall receive preferential or adverse treatment due to his/her participation in the programme.

6.7. Voluntarism

6.7.1 Participation in the programme shall be voluntary without, however, denying management the prerogative of recommending troubled employees for assistance.

6.7.2 When employees have been identified with deteriorating performance, and refuse to be given assistance, such employees are subjecting themselves to disciplinary action.

6.8. Prevention of abuse

No employee or participating party shall use the programme for ulterior purposes.

7. INSTITUTIONAL ARRANGEMENTS

The Accounting Officer shall:

7.1 Ensure the establishment and management of EHWP in the Department.

- 7.2 Appoint members of the Senior Management Service to oversee the management of the programme and provide guidance to the practitioners at the operational level.
- 7.3 Ensure the provision of resources for the implementation of the EHWP in the Department
- 7.4 Ensure the integration of the EHWP with all other Departmental programmes
- 7.5 Ensure that the EHWP is a key performance area of all supervisors in the Department.

8. MONITORING AND EVALUATION OF THE PROGRAMME

- 8.1 The sub-branch responsible for EHWP will be responsible for monitoring and evaluation of the programme in terms of its effectiveness, based on the number of the employees rehabilitated, those that had to be referred for specialized treatment, care and rehabilitation, and those that had to be released from their duties.


9. POLICY IMPLEMENTATION

The policy shall come into effect on the first date of the month following the month in which the Executing Authority approved it.

10. AMENDMENT OF POLICY

The policy shall be amended as and when necessary and it shall follow the initial process of policy development.

~~Recommended/Not recommended~~

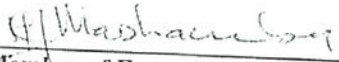


 Head of Department

2008/07/08

 Date

~~Approved/Not approved~~



 Member of Executive Council

8/07/2008

 Date