



EMPLOYEE WELLNESS PROGRAMME POLICY

1. BACKGROUND

- 1.1 The Dihlabeng Local Municipality (**DLM**) recognises and accepts that its employees are a very important and valuable resource to its service delivery mandate and therefore believes that this resource should at all times be well and ready to assist in the service delivery efforts. The **DLM** therefore accepts that all employees should be well cared for and well developed.
- 1.2 The municipality accepts that as individuals, employees may experience personal or social problems, which may result in less than expected and distracted job performance. An employee Wellness Programme (EWP) will enable the **DLM** to provide a professional helping service to those employees who have, or may develop social and psychological problems for whatever reason.
- 1.3 The Employee Wellness Programme will address social and psychological problems of the employee only from both a curative and /or educative level on an individual and/or collective basis within the **DLM**.
- 1.4 By means of this assistance offered by this programme, a constructive attempt is made by **DLM** to restore or improve the well-being, work performance and quality of life of all its employees.

2 BENEFITS OF EMPLOYEE WELLNESS PROGRAMME

- 2.1 Improve productivity in order to reduce absenteeism, sick leave, accidents and improve the morale of the employee.
- 2.2 Focused intervention builds the employee`s capacity to deal with problems and allow employees to take responsibility for their own mental health;
- 2.3 Provide a system to enable employees to address their psycho-social lifestyle;
- 2.4 Assist line managers to deal with work performance issues; and
- 2.5 Enhance the municipality`s image within the community as an organization, which cares for its employees.

3. POLICY PRINCIPLES OF EMPLOYEE WELLNESS PROGRAMME INTERVENTION

- 3.1 In terms of its commitment to the DLM`s EWP initiative, municipality accepts the basic principles which are generally internationally accepted in the support of successful EWP intervention;
- 3.2. The broad-brush principle, which refers to all problems which could affect job performance;
- 3.3 The accessibility principle, committing the DLM to make the service available to all employees reveal, and includes the safekeeping of all records, the non sharing of any information other than with the employee`s written consent and that interviews be conducted in a place which is considered private;
- 3.4 The principle of confidentiality, which safeguards the details that troubled employees reveal, and includes the safekeeping of all records, the non sharing of any information other than with the employee`s written consent and that interviews to be conducted in a place which is considered private;
- 3.5 The principle of voluntarism, which acknowledges that the most effective form of referral is self referral;
- 3.6 The principle of neutrality, that the role and function of the EWP should not be affected by collective bargaining issues pursued by management and the workforce. That the EWP thus maintain a

state of neutrality as defined by Section 16(5)(c) of the Labour Relations Act, 1995;

- 3.7 The principle of constructive action, that management should suggest to, motivate or give employees the option to make use of EWP services in conjunction with job action;
- 3.8 The principle of permanency, by means of a mutually agreed policy statement, which guarantees the survival of the programme.

4 POLICY COMMITMENT

- 4.1 The municipality undertakes through this policy to offer employees short term diagnostic, curative and referral services for all psychosocial problems experienced by its employees and guarantees the survival of this programme.
- 4.2 The municipality warrants that the assistance and services offered by the EWP will be available to all employees, irrespective of position.
- 4.3 Voluntary employee participation in the EWP is encouraged.
- 4.4 Union participation and involvement in the promotion of this policy is encouraged.
- 4.5 The municipality will undertake supervisory, managerial and union representative training in respect of the objectives, benefits and procedures involved in the EWP.
- 4.6 The municipality will ensure that employees participating in the EWP will not be discriminated against. A request for EWP intervention shall not jeopardise an employee`s benefits or promotional opportunities.
- 4.7 The municipality acknowledges and accepts that gambling/ alcoholism / drug and alcohol dependence are treatable conditions.
- 4.8 Participation in the EWP does not replace standard disciplinary procedure, nor does it constitute an exemption from such procedure, but assists by providing professional assistance in the management of impaired job performance, where personal or social issues are the causal factors.

5 CONFIDENTIALITY

The municipality declares that all EWP Counselling information concerning employees will be kept confidential. Records will not be kept in the employee personal file, except to document a mandatory referral, to indicate that a referral has been made.

6 TIME-OFF FOR EWP SESSION

Time-off from work to attend EWP Counselling session is treated the same as other absences due to ill or medical appointments. Arrangements should be made with the employee`s supervisor in advance to schedule time away from work or make up any lost time.

7. POLICY REVIEW

This policy will be reviewed and revised annually or as and when the need arises.

8. AUTHORITY

Formulation Policy : Director: Corporate Services

Authorization Policy : Council

Ownership & Maintenance Manager: Director: Corporate Services