

Insert company logo here

EMPLOYEE WELLBEING POLICY

PURPOSE

The purpose of this policy is to outline the ways in which ##### looks to support the overall wellbeing of all employees and volunteers within the group.

SCOPE

This policy applies to all programs and activities within all service streams of the ##### and to all employees and volunteers and, where appropriate, their immediate families.

POLICY STATEMENT

is committed to doing all possible to support the wellbeing of all group employees and volunteers. In so doing it is recognised that employees and volunteers often are required to work in stressful situations and ##### has an obligation to do all possible to minimise the impact thereof on the wellbeing of all employees and volunteers.

employees can access an Employee Assistance Program (EAP) which provides a confidential, independent, professional counselling and support service. Such support may include providing a sensitive and informed approach to mental health issues so that employees and volunteers are aware of, and responsive to, the needs of those who may be at risk of developing, or have been diagnosed with, a mental health illness.

recognises that mental health issues are increasingly common and that behaviour associated with some conditions may cause difficulties for the individual, for other employees and for those being supported. Nulsen Group is committed to protecting the rights of employees and volunteers with a mental health issue, and to the removal of any barriers caused by misunderstanding, misinformation or lack of awareness of mental health.

Additionally, ##### aims to:

- encourage employees to discuss stress and seek support when experiencing mental health issues
- foster a culture in which disclosure of mental health issues is accepted and supported;
- support those at risk of developing a mental health problem through the timely use of education and training, and other support strategies; and
- support individual future success through prevention strategies, early intervention and appropriate management.

PRINCIPLES

- ##### fosters an equitable and diverse workplace where inclusiveness is embedded within its culture and all people are treated fairly, sensitively and with respect.
- Mental Health is a state of wellbeing. ##### recognises that keeping mentally healthy is as important as staying physically healthy and that the way employees and volunteers feel when at work will affect their overall health and wellbeing and impact upon the quality of care being given to those being supported. Employees and volunteers with good mental health are more likely to be

able to cope with the normal stresses of work, can maintain healthy relationships and are better able to contribute to the workplace professionally and personally.

- Employees and volunteers experiencing a mental health problem are encouraged to seek support and assistance which will be provided on a nonjudgmental and confidential basis. Services are provided by external agencies.
- All data or documentation in relation to a person's physical and/or mental health is regarded as sensitive and confidential. Disclosure of personal medical information will only be made with the informed consent of the individual concerned. However, in circumstances where there are serious concerns about an individual's mental or physical health, or the safety of others, the wellbeing of ##### employees, volunteers and service users takes precedence over confidentiality considerations.

POLICY CONTEXT AND RELATED LEGISLATION

This policy should be read in conjunction with other associated ##### policies and procedures and, in particular, the Employee Wellbeing Policy Procedures.

Additionally, this policy recognises the legal and moral obligations of Nulsen Group and it has been framed around the:

- Fair Work Act 2009 (Cth) (as amended 2017);
- Disability Discrimination Act 1992 (Cth) (as amended 2018);
- Disability Services Act 1993 (WA) (as amended 2015); • Freedom of Information Act 1992 (WA) (as amended 2017);
- Occupational Safety and Health Act 1984 (WA) (as amended 2018); • Privacy Act 1988 (Cth) (as amended 2016);
- National Disability Insurance Scheme Act 2013 (Cth) (as amended 2018);
- National Disability Insurance Scheme Quality and Safeguarding Framework 2016;
- Australian Privacy Principles (2014); • Review of Multicultural Mental Health Australia (MMHA) Project 2009;
- Mental Health in Multicultural Australia (MHiMA) web site;
- Mental Health Australia (MHA) web site;
- Mental Health First Aid Program (MHFA) web site;
- Beyondblue web site;
- Standards 1 and 6 of the National Standards for Disability Services (2013); and

RESPONSIBILITIES

- The Nulsen Group is responsible for ensuring the effective management within all service streams of the group of doing all possible to support the wellbeing of all group employees and volunteers.

- The Chief Executive Officer and Executive Directors are responsible for complying with the spirit of this policy and ensuring that all employees of ##### act in good faith and in accordance with this policy.

- Managers are responsible for monitoring compliance with this policy, and reviewing this policy to ensure that it is operating effectively

- Employees are responsible for:

- acting in good faith

- acting ethically and with integrity, honesty and transparency at all times.

BREACHES OF THE POLICY

Any breaches of the Employee Wellbeing Policy could constitute a possible act of misconduct. Reference is accordingly made to ##### Employee Discipline and Termination Policy which outlines the relevant processes that may be followed if misconduct is suspected.