

Workplace Wellbeing Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

Important Notice

This template is provided as a general guide only. Workplace wellbeing programs should be tailored to your workforce needs and complement your WHS management system. We recommend consulting HR and WHS professionals when implementing wellbeing initiatives.

1. Purpose

[Company Name] recognises that employee wellbeing is fundamental to a healthy, productive, and engaged workforce. This policy establishes our commitment to supporting the physical, mental, and social wellbeing of all employees.

2. Scope

This policy applies to:

- All employees, including full-time, part-time, and casual workers
- All workplaces and work arrangements
- All aspects of wellbeing – physical, mental, and social

3. Policy Statement

[Company Name] is committed to:

- Creating a positive and supportive work environment
- Promoting physical and mental health
- Preventing psychosocial hazards
- Supporting work-life balance
- Providing access to support services
- Reducing stigma around mental health
- Fostering a culture of care and respect

4. Dimensions of Wellbeing

[Company Name] recognises wellbeing encompasses multiple dimensions:

4.1 Physical Wellbeing

- Safe and healthy work environment
- Ergonomic workstations
- Physical activity opportunities
- Healthy eating options
- Adequate rest and breaks

4.2 Mental Wellbeing

- Manageable workload
- Clear roles and expectations
- Support during stressful periods
- Recognition and feedback
- Access to mental health support

4.3 Social Wellbeing

- Positive workplace relationships
- Team collaboration
- Inclusive environment
- Social connection opportunities
- Respectful interactions

4.4 Work-Life Balance

- Reasonable working hours
- Flexible work arrangements where possible
- Respect for personal time
- Support for family responsibilities

5. Psychosocial Hazards

[Company Name] will identify and manage psychosocial hazards that can affect mental health, including:

- High job demands
- Low job control
- Poor support from supervisors or colleagues
- Low role clarity
- Poor organisational change management
- Poor workplace relationships
- Bullying and harassment

- Occupational violence
- Remote or isolated work
- Traumatic events

6. Support Services

[Company Name] provides access to support services:

6.1 Employee Assistance Program (EAP)

[Company Name] provides a confidential EAP service for employees and their immediate family members. The EAP offers:

- Confidential counselling
- Support for personal and work-related issues
- 24/7 availability
- Short-term solution-focused support

Contact details: [Insert EAP provider and contact details]

6.2 Other Support

- Leave provisions (personal leave, carers leave, compassionate leave)
- Flexible work arrangements
- Return to work support
- Workplace adjustments

7. Mental Health in the Workplace

[Company Name] is committed to supporting mental health by:

- Promoting mental health awareness
- Reducing stigma associated with mental health
- Training managers to recognise and respond to mental health concerns
- Providing information and resources
- Creating a safe environment to discuss concerns
- Supporting employees experiencing mental health issues

8. Wellbeing Initiatives

[Company Name] may offer wellbeing initiatives such as:

- Health checks and screening
- Flu vaccinations
- Mental health training (e.g., Mental Health First Aid)
- Fitness or activity programs

- Healthy eating initiatives
- Team building activities
- Recognition programs
- Financial wellbeing resources

Initiatives are reviewed regularly based on employee feedback and needs.

9. Work Design

[Company Name] supports wellbeing through good work design:

- Reasonable workloads
- Clear job descriptions and expectations
- Appropriate training and development
- Autonomy and variety in work
- Opportunities for input and participation
- Fair allocation of work
- Adequate staffing

10. Leadership and Culture

Leaders at [Company Name] will:

- Model healthy behaviours
- Be approachable and supportive
- Have regular check-ins with team members
- Recognise and acknowledge good work
- Address issues early
- Promote work-life balance
- Participate in wellbeing training

11. Flexible Work

Where operationally feasible, [Company Name] supports flexible work arrangements:

- Flexible start and finish times
- Working from home (where role permits)
- Part-time or compressed work weeks
- Job sharing
- Purchased leave

Requests are considered on a case-by-case basis in accordance with our Flexible Work Policy.

12. Returning to Work

[Company Name] supports employees returning to work after:

- Illness or injury
- Mental health leave
- Parental leave
- Other extended absences

Return to work plans are developed in consultation with the employee to ensure a supportive transition.

13. Responsibilities

13.1 Management

- Lead and promote wellbeing
- Provide resources for wellbeing initiatives
- Monitor workplace wellbeing
- Address wellbeing concerns

13.2 Managers and Supervisors

- Model healthy behaviours
- Support team member wellbeing
- Have wellbeing conversations
- Identify and address psychosocial hazards
- Escalate concerns appropriately

13.3 Employees

- Take care of their own wellbeing
- Support colleagues
- Raise concerns early
- Participate in wellbeing initiatives
- Use available support services

14. Confidentiality

Information about employee health and wellbeing is confidential:

- Shared only on a need-to-know basis
- Stored securely
- Handled in accordance with privacy laws

Employees can discuss matters in confidence with HR or the EAP.

15. Monitoring and Review

[Company Name] monitors wellbeing through:

- Employee surveys and feedback
- Absenteeism and turnover data
- EAP utilisation reports
- Workers compensation data
- Consultation with employees

This policy and wellbeing initiatives are reviewed annually.

16. External Resources

Additional support is available from:

- Beyond Blue: 1300 22 4636 | beyondblue.org.au
- Lifeline: 13 11 14 | lifeline.org.au
- Black Dog Institute: blackdoginstitute.org.au
- Headspace: headspace.org.au

Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s Workplace Wellbeing Policy. I understand the support available to me and my responsibility to look after my own wellbeing and support my colleagues.

Employee Name: _____

Signature: _____

Date: _____