



Policy Number HR024

STAFF HEALTH & WELLBEING POLICY

Ormond College and the Wade Institute are committed to providing a workplace that supports the health and well-being of all employees. In addition to the legal obligations reflected in the Occupational Health and Safety Policy, we encourage practices and initiatives that benefit the overall health and well-being of all employees.

Ormond College believes a vital link exists between employee health and well-being and the organisation's overall success.

The College will not discriminate against, harass, or victimise an employee who is managing a health or well-being illness.

1. Purpose

This policy aims to establish and maintain effective health and well-being practices.

2. Scope

This policy applies to all Ormond College employees, whether they work full-time, part-time, or on a casual basis.

3. Definitions

Term	Definition
Health	A state of complete physical, mental, and social well-being, encompassing not just the absence of illness, but also the ability to lead a fulfilling and productive life.
Wellbeing	Wellbeing refers to the overall state of feeling positive, healthy, and prosperous in various aspects of life. Well-being involves feeling fulfilled, having a sense of purpose, and experiencing a positive and balanced quality of life. It can encompass various aspects, including: Physical - a person's overall state of health and functioning of the body. Emotional - emotional well-being focuses on maintaining a positive state of mind, managing stress, and developing coping mechanisms for challenges. Financial - the extent to which a person can meet financial obligations, manage expenses, save for the future, and achieve financial goals. Financial well-being is not solely determined by the amount of money one has but also by factors such as financial



	literacy, financial stability, and a sense of control and confidence in managing one's finances.
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	Social – external factors such as the environment, the quality of relationships, social support, and access to resources.
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4. Policy

This policy is designed to promote a supportive and inclusive work environment that prioritises the health and well-being of our employees, fostering a culture of wellness through comprehensive programs, resources, and initiatives. This will be achieved by:

- Access to the Mental Health @ College (MH@C) Program, tailored to the specific needs of the Ormond College community; Opportunities to engage in healthy behaviours that promote and enhance wellness;
- Access to counselling and psychology services through the Employee Assistance Program (EAP);
- Access to healthy and balanced meals during ordinary working hours;
- The opportunity to participate in financial well-being information sessions; and
- The Ormond Reward and Recognition Program.

5. Reasonable Adjustments

Ormond College will make reasonable adjustments for employees and prospective employees who require support with their Health and Well-being. To ensure that any reasonable adjustments are appropriate, Ormond College may engage the treating health practitioner, with the employee's permission, to seek guidance on applicable reasonable adjustments. This may include:

- changes to the work environment;
- the type of work completed;
- workload or work hours;
- the amount of supervision and support required.

Reasonable adjustments cannot be made if the employee cannot adequately perform the inherent requirements of their role. Any reasonable adjustment must also not impact fellow employees and pose an unjustifiable hardship to Ormond College.

6. Staying at Work

Ormond College is not always an appropriate environment for individuals experiencing significant health and well-being difficulties. An employee should not remain at work if they:

- are at risk of self-harm;
- are a danger to, or pose a risk to others;
- demonstrate symptoms of psychosis (e.g. delusions, paranoia);
- are suffering from significant health or mental illness;
- are agitated and unable to control emotions;
- behave in a way that is significantly affecting other employees; or



- are unable to fulfil the inherent requirements of their role.

In the instance of significant health and well-being difficulties that impact the employee's ability to fulfil the inherent requirements of their role, and at the discretion of the College Master, an employee may be required to use any available leave entitlements or leave without pay to seek support for their health and well-being.

Ormond College has a duty of care to all employees. The College maintains the right to require an employee to undertake an independent medical assessment to determine their fitness for duty to remain at work or return to the workplace.

7. Manager's Responsibilities

Ormond College managers are responsible for encouraging and maintaining effective health and wellbeing practices, particularly in the areas of their control. This includes:

- raising awareness of health and wellbeing initiatives in the workplace;
- talking about the importance of health and well-being with employees in one-on-one conversations;
- encouraging employees to report any concerns about health and well-being promptly;
- enabling employees the Right to Disconnect at the end of their Ordinary Working Hours;
- promoting and implementing Ormond College health and wellbeing policies and procedures; and
- identification and management of workplace practices which may impact health and well-being.

8. Employee's Responsibilities

All employees of Ormond College must take responsibility and reasonable care for their own health and well-being, and that of others, while they are at work. They must cooperate with any reasonable policy or procedure which relates to workplace health and well-being; this includes:

- understand this policy and seek clarification from management where required.
- consider this policy while completing work-related duties and at any time while representing Ormond College.
- support fellow employees in maintaining practices that have a positive impact on their health and well-being.
- support fellow employees in their awareness of this policy.
- contribute and support Ormond College's aim of providing a healthy and supportive environment for all employees.
- understand and comply with other policies and procedures, including the Occupational Health and Safety Policy.

Open communication is key to ensuring a healthy workplace. Therefore, employees are encouraged to raise concerns and questions with their managers, make recommendations, and provide feedback on matters or practices that impact health and well-being at work.