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Silk & Leather

Health and Wellness Policy

# Purpose

The policy acknowledges the importance of providing a workplace that addresses the health and wellbeing of its employees. The policy and ensuing activities represent Silk & Leather’s commitment to a healthy and effective workforce. Silk & Leather recognises that addressing health and wellbeing can lead to healthier and happier employees, and that safeguarding employee health and wellbeing is an important part of our organisational culture and identity. The aim of this policy is also to assist and improve compliance with the general regulatory framework *(see section 8)*, as a physically and physiologically healthy workforce will lead to a reduced risk of compliance breaches.

# SCOPE

This policy:

* Applies to all employees at Silk & Leather
* Will endeavour to provide equal participation opportunities for all employees, including shift and part-time employees
* Includes all contract staff and volunteers at the head office in Toowoomba, the Mount Gravatt store, Ipswich store, and Toowoomba store

There are some areas where this policy directive does not apply:

1. Food bought from home
2. Food choices made by individuals
3. The policy will not contravene work health and safety requirements

# POLICY PRINCIPALS

When applying this policy, Silk & Leather will follow the following principles:

* Recognise that health is more than just the absence of illness and injury
* Recognise that supportive and engaging work has benefits for individuals, families, and wider society beyond chronic disease risk reduction
* Recognise that workplace culture and environment contribute significantly to individuals’ abilities to make healthy lifestyle choices, including emotional wellbeing
* Leadership is committed to providing all employees with a safe, healthy, and supportive environment in which to work
* Leadership is well positioned and will act as advocates and role models of workplace health and wellbeing
* Commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged
* Recognise the voluntary nature of participation within health and wellbeing related activities

# POLICY OBJECTIVES

The following objectives have been established to contribute to the health and wellbeing of employees:

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# RESPONSIBILITIES

Employees have a responsibility to:

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* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Support fellow employees in their awareness of this policy and ensuing activities
* Support and contribute to Silk & Leather’s aim of providing a safe, healthy, and supportive environment for all employees
* Seek opportunities for involvement and advancement of ideas and planning where able and willing

Managers have a responsibility to:

* Ensure that all employees are made aware of this policy
* Actively support and contribute to the implementation of this policy, including the principles, objectives, and procedures
* Manage the implementation and review of this policy

The key stakeholders responsible for the implementation of the activities within this policy are:

* Store managers of the three stores
* Operations manager
* CEO

# COMMUNICATION

Silk & Leather will ensure that:

* All employees receive a copy of this policy during the induction process
* This policy is easily accessible by all members of the organisation
* Employees are informed when a particular activity or change to worksite environment or practice aligns with this policy
* Employees are empowered to actively contribute and provide feedback to this policy
* Employees are notified of all changes to this policy

# COMPLAINCE, MONITORING AND REVIEW

## Compliance, monitoring and review

1. Silk & Leather will review this policy six months after implementation and annually thereafter. This will be carried out by the CEO, Selina Starr.

Effectiveness of the policy will be assessed through:

* Feedback from employees and management
* Review of the policy by management and committee to determine if all objectives have been met

## Reporting

1. Quarterly reports will be provided by the store managers to Selina Starr in the first year, followed by half-yearly reports thereafter. Report format will be provided to the store managers.

## Records management

All relevant records to the administering of this policy will be maintained on an online folder on “OneDrive” named Health & Wellbeing Policy. Edit access will only be available to the CEO and operations manager. The store managers will only be able to input information in this folder.

# RELATED LEGISLATION AND DOCUMENTS

This policy is supported by the following policies of Silk & Leather:

* Work Health Safety Policies and Procedures
* Work/Life Balance Policy
* Flexi-time Arrangement Policy
* Return to Work From Injury Policies or Procedures
* Food and Catering Policy
* Smoke Free Workplace Policy
* Bullying and Conflict Resolution Policy

The following Acts also indirectly underpin and contribute to Silk & Leather’s Health and Wellness policy:

* Age Discrimination Act 2004
* Disability Discrimination Act 1992
* Racial Discrimination Act 1975
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# APPROVAL AND REVIEW DETAILS

| **Approval and Review** | **Details** |
| --- | --- |
| Version Number |  |
| Approval Date |  |
| Management Approval (CEO / Operations manager) |  |
| Next Review Date |  |