

NTINGA O.R. TAMBO DEVELOPMENT AGENCY SOC LTD



EMPLOYEE HEALTH AND WELLNESS POLICY

POLICY NUMBER	3/P
POLICY TYPE & CATEGORY	Human Resources
COMMENCEMENT DATE	19 January 2021
INITIAL APPROVAL DATE	14 November 2018
APPROVAL DATE	19 January 2021
PREVIOUS REVIEWALS	Nil
NEXT REVIEW DUE	30 January 2022
RESPONSIBLE MANAGER	Head :Corporate Services

1. FOREWORD

The Employee Health and Wellness is addressing the key requirements of the Incapacity Code, HIV/AIDS pandemic and other wellness interventions.

The EHWP is in accordance with planning and budgeting cycle of the Entity and that of O.R Tambo District Municipality. As such it is aligned to the requirements of the Strategic Plan and MTEF.

This Employee Health and Wellness Policy (EHWP) starts with an introduction which sketches out the necessity for the EHWP and the sources for its development.

The major three natural challenges or stages in this EHWP are based on the Strategic Plan, Business Plan and SDBIP of Ntinga O. R Tambo Development Agency ("Ntinga" or "The Entity") namely:

1. **Employee Assistance Programme:** To provide professional assistance to employees whose personal problems may be or have a potential of affecting their job performance.
2. **Occupational Health and Safety Programme:** To provide a healthy and safe working environment.
3. **Employee Wellness through Sport , Recreation and Culture Programme:** To provide physical exercises, training and support in chronic ailments such as Diabetes, HIV/AIDS cases to the employees.

2. INTRODUCTION

Why we need Employee Health and Wellness Policy

The Entity needs an Employee Health and Wellness Policy in order to ensure that we make the best possible use of our resources to attain our Entity, Departmental and Programme objectives, therefore we need a well structured Health and Wellness Programme. Such a programme informs/guide the employee and the employee on how to utilize the services offered by Employee Assistance Programme, Health and Wellness Programme. The EHWP it is a break through vehicle and value in improving-Health, Well being of employees, Smart way to improve overall employee morale as well as reducing employee turnover and overall health care costs.

Introduction Employee Health and Wellness refers to the proactive and holistic intervention programme that is aimed at ensuring a capacitated, motivated, fulfilled and productive workforce through individual and organizational interventions; including physical wellness, emotional wellness, soul wellness, intellectual wellness, spiritual wellness, occupational, interpersonal/social and environmental wellness. It is predicated on the integration of the previously separated programmes but is related wellness elements of EAP, Health & Safety as well as HIV/AIDS Workplace Programmes.

The Employee Health & Wellness Programme is part of a fully-fledged, smoothly-functioning system of Management. It is underpinned by rigorous quality assurance measures, thereby enhancing appropriateness, effectiveness and efficiency of the preventive, promotive, curative and rehabilitative components to optimize employee health and well-being.

Employee wellness programmes are intended to help employees deal with personal problems that might adversely impact their work performance, health and wellbeing. Interventions commonly include the following:

1. Assessment (health screening)
2. Short term counselling
3. Referral services for employees and their specific household members
4. Observing national and international health days, this includes creating awareness about the burden of a particular illness and promoting prevention and disease management.
5. Career guidance and counselling

Wellness program covers a range of different activities including health education and information, screening for early signs of disease and intervening early when poor health is detected. The integrated wellness program addresses issues of lifestyle diet, exercises, alcohol and other drugs, smoking, stress and safety at work.

An integrated wellness model in the workplace provides a unique opportunity to have an impact on the health and well-being of employees. The cornerstone of this model is wellness and health promotion in the workplace, wellness program consist of health education screening or intervention designed to change employees behaviour in order to achieve better health reduce associated risk.

3. PURPOSE

- 3.1 To recognize the importance of linking individual health, safety and wellness as well as organizational wellness and improved service delivery outcome in the Agency .

- 3.2 To communicate an integrated needs driven participation and approached to health and wellness at Ntinga O.R. Tambo Development Agency SOC Ltd.
- 3.3 To recognise the importance of life coaching as a way of motivating employees. (Life coaching is about championing individuals to realize that they have the ability to gain awareness, take control and action to achieve whatever goals they desire). it works by focusing on the present, future, not the past.
- 3.4 It aligns an organisation's workforce with the Entity's priorities and the Entity's mission, strategic plan and budgetary resources.
- 3.5 It is central to the successful implementation of modern HR Management as referenced in the Transformation of Service Delivery.
- 3.6 It supports HR strategies (e.g. Occupational Health and Safety environment, Chronic Ailments such as Diabetics, HIV/AIDS, and Balanced Life Skills) that are tailored to meet the current and future needs of the organization.
- 3.7 It supports the achievement of business excellence by promoting initiatives to attract and retain an engaged, sustainable, healthy and diverse workforce.
- 3.8 It assists Head of Department, Managers, and Supervisors in realigning their workforce (e.g. Reduction, Expansion, and Change in Business lines).
- 3.9 It ultimately helps Head of Department, Managers, and Supervisors meet their responsibilities and accountabilities
- 3.10 To facilitate creation of a working environment that is conducive for enhanced service delivery thereby also contributing to strengthening Entity's efforts aimed at attraction and retention of Human Capital.

4. DEFINITIONS & ACRONYMS

Agency refers to Ntinga O.R. Tambo Development Agency SOC Ltd.

Alcoholism means the chronic abuse of alcohol, where the employee is unable to control the condition by his /her own ability to resist such abuse.

EAP : Employment Assistance Program

EHW: Employee Health and Wellness

AIDS : Acquired Immune Deficiency Syndrome

HIV : Human Immuno-Suppressive Virus

COIDA : Compensation for Occupational Injuries and Diseases Act

OHS: Occupational Health and Safety

QWL: Quality Work Life

VCT: Voluntary Counselling and Testing

Chronic Illness: means that illness is of an ongoing nature and where there is no prognosis for a complete cure

Confidentiality means obligation to refrain from willingly disclosing information that has been received in confidence and not to situations which a court or statute compels a person to disclose information.

Family Violence means any physical or psychological abuse that occurs within the family environment

Inadequacy means the normal employee benefits as provided for in HR Policies and Procedure falls short of requirements to meet the employee' needs.

Referral is any means by which an employee is encouraged to professional intervention and includes self-referral and informal referral

Significant others means boy/girlfriend, sexual partner's or people in a relationship with the employee who might have a direct influence on the condition of the employee.

Sexual harassment means unwanted sexual attention or any unwanted pressure involving one's sexuality and/or unwanted, unsolicited and unreciprocated conduct of a sexual nature which substantially interferes with an employee's work performance /or has a detrimental effect on the terms and conditions of employment and/or creates an intimidating, hostile or offensive work environment.

Health Disaster Outbreak: Means any disease or pandemic that occurred and declared as a health disaster e.g COVID 19 ,Influenza and others declared by government.

5. REGULATORY FRAMEWORK

- 5.1 Constitution of RSA, 1996Occupational Health and Safety Act No 85 of 1993
- 5.2 Employment Equity Act of 1998
- 5.3 Basic Conditions of Employment Act No 75 of 1997
- 5.4 Compensation for Occupational Injuries and Diseases Act no 130 of 1993
- 5.5 Labour Relations Act 66 of 1995
- 5.6 Promotion of equality and prevention of Unfair Discrimination Act 4 of 2000
- 5.7 Public Service Act of 1994 as Amended and Regulations
- 5.8 The Medical Aid Scheme Act No 131 of 1999

6. OBJECTIVES OF THE EMPLOYMENT HEALTH AND WELLNESS PROGRAM

- 6.1 To offer confidential assistance to employment who have the potential to be adversely affected by personal problems and work related problems.

6.2 To lay a foundation for sustainable, participatory and penetrating employee wellness programs (EWP).

6.3 It gives guideline that help in mitigating the impact of HIV/AIDS that is likely to affect Ntinga Employees and how this can be encountered through effective Integrated Employee Health and Wellness .

7. FOCUS AREAS

7.1 HIV/AIDS and other Chronic Illnesses

- (i) 7.1.1 The focus areas on management of HIV/AIDS and other chronic illnesses are:Prevention
- (ii) Treatment care and support
- (iii) Human rights and access to justice
- (iv) Research, monitoring and evaluation

7.2 OCCUPATIONAL HEALTH AND SAFETY

7.2.1 Disease management

7.2.2 Injury on duty

7.2.3 Incapacity due to ill-health

7.2.4 Risk management of injury and health

7.2.5 Chronic disease and

7.2.6 Disability and health education and promotion management

7.2.7 Occupational hygiene

7.2.8 Safety and disaster management

7.3 Health Disaster outbreaks

7.3.1 Prevention

7.3.2 Treatment, care and support

7.3.3 Human rights and access to justice

7.3.4 Employees who have been declared to have commobidities by medical practitioners, shall work as per the Entity Disaster Management Plan

8. QUALITY OF WORK LIFE

8.1 Employee wellness management cover the areas which address the whole spectrum of psycho-social stressors in the workplace in order to enhance the individual and organizational wellness and ultimately productivity; it has the following important areas:

- 8.1.1 Employee Assistance Programme (EAP)
- 8.1.2 Wellness programmes
- 8.1.3 Work life program

9. BASIC PRINCIPLES

- 9.1 Early intervention is desirable in dealing with any personal, family or work-related problems.
- 9.2 Management and the Union shall work co-operatively through the employee wellness programme in order to help employees deal with personal problems.
- 9.3 In the event of informal referrals, the employers' concern with employee problems shall be limited to efforts to address deteriorating work performance.
- 9.4 The supervisor or manager shall be responsible for identifying the problem with the employee when job performance falls below standard.
- 9.5 The supervisor shall not be responsible for diagnosing the nature of personal problem and Employee Wellness Program shall not be used to interfere with an employee's private and social life.
- 9.6 The Employee Wellness Program shall apply equally to all employees and the categories of persons mentioned in Section 5.
- 9.7 The Employees Wellness program is designed to encourage employees to voluntarily seek (self-referral) for personal problems.
- 9.8 The Employee Wellness Program shall be strictly voluntary and not mandatory.
- 9.9 Confidentiality shall be the cornerstone of the Employee Wellness Program.
- 9.10 Employee's access to the programme shall be unfettered and not conditional on consent to release information to management.
- 9.11 Information shall not be released to anyone without the employee's written consent.
- 9.12 Information pertaining to an employee shall be legally confidential.
- 9.13 An employee's current job and opportunities for promotion or advancement shall not be jeopardized by using the services of the Employee Wellness Program.

9.14 The Employee Wellness Program shall constitute an additional form of assistance to employees upon realization of the inadequacy of the available HR remedies or benefits.

9.15 The employee Wellness Program shall not alter management's responsibility to maintain discipline or the employer's right to take disciplinary procedure and code, nor shall it alter the union's prerogatives to seek any desirable remedies in terms of the law.

9.16 The Employee Wellness Program is not designed to assist in "conflict resolution" between employees and/or managers.

9.17 The Employee Wellness Program may be used to help the employee with personal consequences of conflicts which may be work-related.

10 ELIGIBILITY TO USE THE EMPLOYEE WELLNESS PROGRAM

10.1 The following categories of people shall be eligible to participate in the programme.

10.1.1 Contract and permanent Employees.

10.1.2 Casuals or temporary employees with over six months of accumulated service.

10.1.3 Any of the above who are on long-term disability.

10.1.4 Other groups might be added, due to mobility of department, with approval of the EAP committee.

10.1.5 To be included in the category of family members for the purpose of inclusion in the Employee Wellness Program are the following:

10.1.6 Spouses (Including common law spouses and significant others).

10.1.7 Dependent children, as defined under the benefit plan.

10.1.8 Eligibility is subject to having anyone of the personal, social, family or work-related problems cited in section 6.

11 PHILOSOPHY

11.1 The IEHW takes into account the following philosophies:

11.1.1 Management Tool.

11.1.2 Employee Benefit vehicle.

11.1.3 Developmental Tool.

11.1.4 Performance Management Tool.

11.1.5 Wellness Tool.

11.1.6 Health and Safety Utilisation Tool.

12 EHW BENEFITS

12.1 All Entity departments can benefit from Wellness Programs through the following:-

- 12.1.1 Enhanced staff retention;
- 12.1.2 Decrease in healthcare costs;
- 12.1.3 Reduced rates of illness and injuries;
- 12.1.4 Decrease in staff member absenteeism;
- 12.1.5 Improvement in staff member relations and morale;
- 12.1.6 Increase in productivity or service delivery;
- 12.1.7 Identification of concealed employee potential and values for the organisational effectiveness.
- 12.1.8 Social Networking for resource mobilization
- 12.1.9 Balanced life skills.
- 12.1.10 Attention to Chronic ailments such as Diabetics, HIV/AIDS cases to the employees.
- 12.1.11 Expose employees in behavioural tendencies that show a person can take loss or defeat without complaint, accept victory without gloating, and will treat all opponents with fairness, courtesy and respect.
- 12.1.12 Crisis intervention.
- 12.1.13 Provide debriefing sessions
- 12.1.14 Provide Training of Managers, supervisors and worker's representatives.
- 12.1.15 It is a resource centre for employees.
- 12.1.16 Provide Trauma counselling to individual and group counselling.
- 12.1.17 Provide awareness campaigns
- 12.1.18 Alleviates high levels of stress among employees.
- 12.1.19 Provide self actualization and gaining self esteem

13 EMPLOYEE WELLNESS PROGRAM OPERATION

13.1 The EWP shall operate by making an intake and concerns with the use of internal capacity and resources on the basic of voluntary participation.

13.2 Referrals will be made to specialized agencies and services in the community to provide ongoing appropriate and required assistance to employees.

13.3 Participation in the Employee Wellness Program shall not be used as an alternative to discipline nor shall it be used by management as a disciplinary measure.

13.4 All referral shall be no costs for employees to consult, on a confidential basis with the EW Practitioner concerning access to the programme and general information.

- 13.5 All referrals shall be based on voluntary participation in the Employee Wellness Program.
- 13.6 There shall be no costs for employees to consult with the Employee Wellness Practitioner.
- 13.7 If further counselling or any other assistance is necessary, the Employee Wellness Practitioner will outline community and private services available.
- 13.8 Any costs associated with private or public services are the responsibility of the employee unless otherwise advised.
- 13.9 Employer funding for any service is automatic, shall be based on the merits of each case as determined by the EWP committee.

14 RIGHTS AND RESPONSIBILITIES OF DIFFERENT STAKEHOLDERS

14.1 Employee rights and responsibilities

- 14.1.1 Personal information concerning employee participation in the Employee Wellness Program shall be maintained in a confidential manner.
- 14.1.2 No information related to an employee's participation in the program shall be entered into the personnel file.
- 14.1.3 Access to employee's EWP information shall be limited to Employee Assistance Program staff.
- 14.1.4 An employee may review his or her Employee Wellness Program file at any reasonable time.
- 14.1.5 The disposal of Employee Wellness Program file will be dealt with according to the Entity's Records Management Policy.
- 14.1.6 Participation in the Employee Wellness Program shall not jeopardize an employee's job nor prejudice any opportunity for promotion or advancement or employee benefit.
- 14.1.7 External leave of absence may be granted in accordance with the leave policy and/or terms and conditions which may be recommended by the EWP Practitioner and approved by Manager for recovery, professional assessment counselling and treatment, and may not be rejected unreasonably.
- 14.1.8 It shall be the responsibility of the employee to maintain satisfactory job performance.
- 14.1.9 In the event that personal problems cause deterioration of work performance, the employee has a responsibility to obtain the necessary help to bring job performance up to an acceptable level.
- 14.1.10 PMS policy will be complied with in managing EWP

14.2 Manager/ Supervisor's responsibilities

The Manager/ Supervisor shall:

- 14.2.1 Address work performance problems through normal supervisory procedures.
- 14.2.2 Be consistent and treat employees fairly.
- 14.2.3 Make employees aware of employee Wellness Program in instances of where declining job performance has been determined appropriate.
- 14.2.4 Not attempt to diagnose personal problems of the employee or offer a personal opinion.
- 14.2.5 Provide follow-up and support to employees upon return to work if appropriate.
- 14.2.6 Not required the employee to divulge the nature of the problem when requesting leave for an appointment with the service provider under the employee Wellness Program.
- 14.2.7 Verify attendance of the employee through the employee Wellness Program Practitioner.

14.3 Union Responsibilities

- 14.3.1 The Union is expected to keep abreast with the program and its referral procedure.
- 14.3.2 The Union is expected to encourage members to use the employee Wellness Program, if appropriate.
- 14.3.3 The Union shall maintain a strict level of confidentiality in all EWP cases.
- 14.3.4 All employees should be encourage to join medical aid schemes of their choice

14.4 Employee Wellness Practitioners Responsibility.

The practitioner shall be responsible for:

- 14.4.1 Overseeing the Employee Wellness Program to ensure effective and consistent application of the policy and procedures.
- 14.4.2 Providing information sessions to management, Unions and Staff regarding the Employee Wellness Program.
- 14.4.3 Promoting the Employee Assistance Program in the Workplace.
- 14.4.4 Developing and maintaining an accurate, current data base:" on helping" resources and services in the community including a brief description of services available and the cost, if the services.

- 14.4.5 Liaising with service providers to assure service standards are acceptable and meet the requirements of the client.
- 14.4.6 Conducting screening and preliminary assessment of persons contacting the EWP for assistance.
- 14.4.7 Providing full information to employees regarding participation in the program.
- 14.4.8 Making referrals to a professional counsellor or/and service agencies for detailed assistance, assessment and treatment as appropriate.
- 14.4.9 Making-follow ups as maybe desirable with the individuals to ensure assistance was beneficial.
- 14.4.10 Making follow-ups as maybe desirable with the individuals to ensure assistance was beneficial.
- 14.4.11 Assisting the employee in his/her return to work environment as appropriate.
- 14.4.12 Providing consultation to managers regarding the Employee Wellness Program services.
- 14.4.13 Organizing and/or facilitation, an ongoing basis, educational programs for employees about the Employee Wellness Program's services.
- 14.4.14 Organising teambuilding programmes for the institution
- 14.4.15 Maintaining all information on employees participating in the Employee Wellness Program in a Confidential and secure manner.
- 14.4.16 Providing feedback to management on areas where special attention or attention or training is required.
- 14.4.17 Providing statistics of participation in the program without identifying the personal details of participants.

15 ESTABLISHMENT AND RESPONSIBILITIES OF THE WELLNESS COMMITTEE

- 15.1 There shall be an inter-departmental Employee Wellness Committee composed of one staff member from each department/Enterprise, two members from the Union and, the Employee Wellness Practitioners will be ex-officio members of the committee.

The committee shall:

- 15.1.1 Review established policy to ensure agreement and understanding of the procedure and practices.
- 15.1.2 Develop and recommend changes in program policy as necessary after receiving input from interested parties.

15.1.3 Develop strategies in conjunction with the Employee Wellness Program Practitioner to ensure that employees are aware of the Wellness Program

15.1.4 Oversee an Evaluation of the program

15.1.5 Shall prepare a report for the Head: Corporate Services on activities of the committee as deemed necessary or required.

16 ACCESS, REFERRAL AND OFFERS OF ASSISTANCE

16.1 Participation in the employee Wellness Program shall either be self-initiated or employer initiated.

16.2 The decision to seek assistance through the employee Wellness Program shall always be voluntary

16.3 When an offer of assistance is made by the employer, it shall be mandatory for the employee to accept the offer.

16.4 The contact details of the designated Employee Wellness Practitioner and Committee members may be obtained from the Head: Corporate Services.

16.5 An employee who recognizes that a problem exist and seek assistance shall call Employee Wellness Practitioner directly.

16.6 The realization of the problem may have result from a process of self-realization or from a family member, friend, co-worker or supervisor sharing concern for the employee and informally suggesting the use of the Employee Wellness Program.

16.7 The self-referrals shall be treated with strict confidentiality.

16.8 The employee's supervisor shall not be necessarily be informed of the nature of the problems unless the employee request this to happen.

16.9 The employee shall be responsible for obtaining approval for any required time off associated with the use of the employee Assistance Program.

16.10 The Agency should be liable for payments associated with the programme in cases where the Agency is the cause of the problem.

16.11 All employees must participate in wellness events.

17 EMPLOYER INITIATED PARTICIPATION

17.1 The manager shall be responsible for addressing the employee's deteriorating work performance and providing guidance to help the employee improve work performance.

17.2 An employee shall accept responsibility for keeping job performance at a pre-established acceptable.

17.3 If job performance does not improve or shows continuing deterioration, then the manager shall initiate a formal offer of assistance and it shall not be mandatory/obligatory for the employee to accept this offer.

17.4 Prior to initiating a formal offer of assistance, the supervisor/manager shall consult with the Employee Wellness Practitioner concerning the appropriateness of the offer.

17.5 The employer should be responsible for payment of referral fees in the case where Agency is a cause of that particular problem

18 INFORMAL OFFER OF ASSISTANCE

18.1 The supervisory/ manager shall ensure that the employee receive an informal offer of assistance prior to initiating a formal offer of assistance.

18.2 Such offer shall be documented.

18.3 Certain workplace behaviour could result in an employer-initiated formal offers.

19 FORMAL OFFER OF ASSISTANCE

19.1 The formal employer – initiated offer of assistance shall be in writing on prescribed form ('Appendix 1).

19.2 The employee shall reserve the right to refuse the offer.

19.3 A formal offer of assistance shall be confidentially to the employee, with a confidential copy to the employee Wellness practitioner and a copy retained in a confidential HR master Personnel file.

20 REFERRAL TO THE EMPLOYEE WELLNESS PRACTITIONER

20.1 The Employee shall be responsibility for making with the employee Wellness Practitioner.

20.2 During the Initial contact, the Employee Wellness Practitioner, including confidentially of the program and exceptions, the employee's right and responsibilities full information about participation in the program.

20.3 The Employee wellness Practitioner and the Employee will conduct a preliminary assessment of the problem.

20.4 The practitioner shall provide information and, if appropriate encourage the employee to accept referral for counselling and treatment.

20.5 Upon completion of the preliminary assessment, the practitioner and the employees shall discuss the option which appear to be the most realistic and attainable for the employee in resolving the problem.

20.6 The Employee shall choose the treatment service and a referral will be facilitated by the EW Practitioner.

20.7 The employee Wellness Practitioner shall conduct a preliminary assessment of the problem with the employee.

21 CO-ORDINATION AND FOLLOW-UP

21.1 The employee Wellness Practitioner shall maintain an informal but planned follow-up procedure.

21.2 The Employee Wellness Practitioner shall work with the employee to employee to ensure appropriate service are received in a timely manner.

- 21.3 Contact with any service agency service or the employer, shall only be at the respect.
- 21.4 Maintenance of discipline and confidentiality shall be primary principle of participation in the Employee Wellness Program.
- 21.5 The Employee Wellness Practitioner interaction shall be a matter of privacy.
- 21.6 An Employee Wellness practitioner who is subpoenaed to surrender records or to testify in court shall not be in breach of his or confidentiality obligations.
- 21.7 An employee Wellness Practitioner shall not be in breach of confidentiality obligations by complying with the mandatory reporting provisions of the child abuse legislation or the obligation to warn the intended victims of violence.
- 21.8 The employee Wellness Program Staff shall maintain the minimum amount of information required to assist the employee.
- 21.9 Access to files for review by the employee shall be made at reasonable time.
- 21.10 The Employee Wellness Practitioner shall issue Identity codes to participating employees for the purpose of enhancing confidentiality.
- 21.11 Notwithstanding clause No.16.7, personal particulars may be required for legal identification purposes.
- 21.12 All persons employed within the Agency & Employee Wellness Practitioner shall be bound by conditions if strict confidentiality

22 SUMMARY

- 22.1 The Employees wellness program shall be for the benefit of eligible persons.
- 22.2 Employees shall obtain help with personal problems which may be affecting their well-being, family life or work performance
- 22.3 The employer shall benefit from the implementation of the organogram by boosting the morale and retaining employees with valuable skills and Knowledge
- 22.4 Early use of the program shall contribute to the prevention of serious problems for the individual employee, family and employer

23 COMMENCEMENT OF THIS POLICY

- 23.1 This policy will come into effect on the date of adoption by the Board.

24 INTERPRETATION OF THIS POLICY

- 24.1 All words contained in this policy shall have an ordinary meaning attached there to, unless the definition or context indicates otherwise
- 24.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 24.3 The CEO shall give a final interpretation of this policy in case of written dispute
- 24.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the Commission for Conciliation, Mediation and Arbitration (CCMA).

25 MONITORING AND EVALUATION

- 25.1 The HR section is responsible to monitor closely the compliance with the laid out on Integrated Employee Health and Wellness policy and the application of employee wellness interventions, disciplinary sanctions/ penalties as stipulated in this policy.
- 25.2 This Policy will be communicated to all employees using the full range of communication methods available to the Entity and posted on the entity's website.
- 25.3 It is however the responsibility of each Department/ Section Head to monitor adherence to the Integrated Employee Health and Wellness Policy.

26 BUDGET AND RESOURCES

Corporate Services department shall be responsible for budgeting for the implementation, monitoring and evaluation of the policy. Senior Managers must take note of cost implications of the approved policy that should be borne by the respective department.

27 POLICY REVIEW

This policy shall be assessed annually from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect substantial organisational changes at the Entity or any change required by law.

28 PENALTIES

Non-compliance with a formal referral in terms of this policy will be regarded as misconduct, which will be dealt with in terms of Disciplinary Code and Procedure.

29 DISPUTE RESOLUTION

Internal dispute resolution processes shall be followed in the event of any grievances and dispute arising out of the implementation of this policy.

30 APPROVAL AND SIGNATURES

FORMULATED BY:  DATE 19/01/2021

CEO RECOMMENDATION:.....  DATE 19/01/2021

BOARD APPROVAL:.....  DATE 19/01/2021

BOARD APPROVED COPY	
NTINGA O.R. TAMBO DEV. AGENCY	
Date:.....	
Signature:.....	