



co-operative governance  
& traditional affairs

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**MPUMALANGA PROVINCE**  
**REPUBLIC OF SOUTH AFRICA**

## **WELLNESS MANAGEMENT POLICY**

**2018/19**



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## 1. PREAMBLE

Wellness management emerged due to increasing recognition that the health and wellbeing of employees directly impacts on productivity on the entire organization. The world Health Organization's global plan of action on workers Health 2008-2017 states that workers represent half the world's population and they are major contributors to economic development.

## 2. SCOPE OF APPLICATION

This policy will be applicable to all employees of the Department of Co-operative Governance and Traditional Affairs

## 3. DEFINITIONS

In this policy any term to which a meaning has been assigned in the Public Service Act bears that meaning, unless the context otherwise indicates-

- 3.1 **Wellness** is an active process through which organizations become aware of and make choices towards a more successful existence, for both the employee and the organization.
- 3.2 **Physical Wellness** promotes taking care of one's body for optimal health and functioning.
- 3.3 **Social Wellness** emphasizes the positive and interdependent relationship with others and nature.
- 3.4 **Psychological Wellness** is a dynamic state that is influenced by and influences our physical, intellectual, spiritual and social lives.
- 3.5 **Spiritual wellness** refers to integrating our beliefs and values with our actions, it enhances the connection between mind, body and spirit.
- 3.6 **Financial Wellness** it is the ability to maintain a fully developed and well balanced plan for managing one's financial life that is integrated with personal values and goals.
- 3.7 **The Health and Wellness Coordinator** is an employee tasked with the responsibility to coordinate the implementation of the wellness programme. The wellness coordinator can be professionally trained and registered with a relevant statutory body to perform therapeutic interventions, if not such cases should be referred.

- 3.8 **“Head of Department”** means head of the Department of Co-operative Governance and Traditional Affairs.
- 3.9 **“The designated Senior Manager”** means the member of the Senior Management Services (SMS) who is tasked with championing the Wellness Management programme in the Department.
- 3.10 **“The employee”** means a person appointed in terms of the Public Service Act 1994 and Employment Educators Act No. 76 of 1998
- 3.11 **“The Health and Wellness Committee”** is a committee that is established by the HOD to initiate, develop, promote, maintain and review measures to ensure the wellness of employees at the workplace. This is a multi-disciplinary team consisting of relevant representative from different directorates

#### 4. OBJECTIVES

The objective of this policy is to:

- 4.1 Meet wellness needs of Departmental employees
- 4.2 Promote the physical, social, emotional occupational, spiritual, financial and intellectual wellness of individuals.
- 4.3 Promote work-life balance in the workplace, to accommodate work, personal and family needs.

#### 5. MISSION

The Department of Co-operative Governance and Traditional Affairs is committed to promoting the health and wellness of its employees and their families through a comprehensive wellness programme.

#### 6. PRINCIPLES

The Wellness Management Programme is underpinned by the following principles:

- 6.1 Employees utilizing the Wellness Management Programme are assured of confidentiality, except in cases of risk to self and others.
- 6.2 Only registered professionals will be allowed to provide therapeutic interventions.
- 6.3 Focus on all levels of employment
- 6.4 Voluntary participation: Employees participation in the programme is voluntary.

- 6.5 Responding to the needs of designated employees (e.g people with disability and women)

## **7. LEGAL FRAMEWORK**

This policy should be read in conjunction with the following instruments:

### **7.1 INTERNATIONAL INSTRUMENTS UNDERPINNING WELLNESS MANAGEMENT WITHIN THE PUBLIC SERVICE**

- 7.1.1 WHO Global Strategy on Occupational Health for all
- 7.1.2 WHO Global Workers plan 2008-2017
- 7.1.3 ILO Decent Work Agenda 2007-2017
- 7.1.4 ILO Promotional Framework for occupational Safety Convention 2006
- 7.1.5 United Nations Convention on the Rights of People with Disabilities
- 7.1.6 Convention on the Elimination of all Forms of Discrimination Against Women
- 7.1.7 United Nations Millennium Declaration of its Development Goals
- 7.1.8 WHO Commission on Social determinants of health

### **7.2 LEGAL FRAMEWORK FOR WELLNESS MANAGEMENT WITHIN THE PUBLIC SERVICE**

- 7.2.1 Occupational Health and safety Act, 1993 (Act No. 85 of 1993)
- 7.2.2 Labour Relations Act 1995 (Act No 66 of 1995)
- 7.2.3 Basic Conditions of Employment Act, 1997 (Act no. 75 Of 1997)
- 7.2.4 Compensation of Occupational Diseases and Injuries Act, 1993 (Act No. 130 Of 1993)
- 7.2.5 Tobacco Products Control Amendment Act, 1999 (Act No. 12 of 1999)
- 7.2.6 Mental Health Care Act, 2002 (Act No. 17 of 2002)
- 7.2.7 National Sports and Recreation Act, 1998 (Act No. 110 of 1998)

## **7.3 STRATEGIS FRAMEWORKS APPLICABLE TO WELLNESS MANAGEMENT WITHIN THE PUBLIC SERVICE**

- 7.3.1 National Strategic Plan on HIV & AIDS 2007 2011
- 7.3.2 National Strategic Framework on Stigma and Discrimination
- 7.3.3 EAPA-SA Standards 2002
- 7.3.4 Mental Health Care Regulations 14 February 2003
- 7.3.5 The Public Service Regulations, 2001 as amended.

## **8. ROLE PLAYERS**

This policy involves the following role players

### **8.1 The Head of Department**

- 8.1.1 Ensures development and implementation of a written policy on managing the wellbeing of employees and the organization.
- 8.1.2 Appoints a designated Senior Manager to champion the Wellness Management programmes in the workplace.
- 8.1.3 Ensures the provision of resources for the implementation of Wellness programme in the Department
- 8.1.4 Establishes a Wellness Management committee that will oversee the implementation of Wellness programmes in the workplace and consult with the committee with a view of initiating, developing, promoting, maintaining and reviewing measures to ensure the wellbeing of employees at work.

### **8.2 The designated senior manager:**

- 8.2.1 Structures, strategize, plan and develops holistic employee wellness programmes
- 8.2.2 Manages employee wellness strategies and policies e.g wellness promotion and wellness facilities within budgetary guidelines
- 8.2.3 Aligns and interface organizational wellness policy with other relevant policies and procedures
- 8.2.4 Liaises with, manage and monitor external employee wellness service providers
- 8.2.5. Plans interventions based on risk and needs analysis

8.2.6 Monitors and evaluates implementation of wellness interventions

8.2.7 Establishes a Peer Education programme

8.2.8 Promotes capacity development initiatives to:

- (a) Promote competence development of practitioners
- (b) Establish a Health and Wellness information systems

8.2.9 Establishes organizational support initiatives to:

- a) Establish an appropriate organization structure for wellness management
- b) Ensure Human Resource planning and management
- c) Provide Physical resources and facilities
- d) Ensure financial planning and budgeting
- e) Mobilize management support

8.2.10 Establishes governance and institutional development initiatives to:

- a) Ensure the functioning of a Wellness Management Committee
- b) Obtain Stakeholder commitment and development
- c) Develop and implement management standards for wellness
- d) Develop and implement an effective communication system.
- e) Develop and implement a system for monitoring, evaluation and impact analysis

### **8.3 The Wellness Coordinator:**

8.3.1 Coordinate the implementation of wellness programmes, projects and interventions

8.3.2 Make provision for counseling to individual employees and to their immediate family members

8.3.3 Plans, monitors and manages Wellness programmes according to policies and budgetary guidelines

8.3.4 Promotes work life balance for employees

8.3.5 Provides information regarding nutrition

- 8.3.6 Oversees the functioning of the gymnasium and other physical and recreational activities at the workplace (if applicable)

#### **8.4 The Health and Wellness Committee:**

- 8.4.1 Oversees the implementation of the wellness policy and programmes in the workplace
- 8.4.2 Makes recommendations to the employer regarding any policy matter and implementation procedures including any matters affecting the wellness of employees.
- 8.4.3 Keeps record of each recommendation made to the employer
- 8.4.4 Discusses any incident or condition at the workplace which might have a negative impact on the wellbeing of employees
- 8.4.5 Serves as a vehicle of communication to promote wellness initiatives within the workplace.<sup>2</sup>

#### **8.5 The employee should:**

- 8.5.1 Apply his/her knowledge, motivation, commitment, behavior, self management, attitude and skills towards achieving personal fitness, health, and departmental goals
- 8.5.2 Look after his/her body by following nutritionally balanced diet and maintaining his/her body mass within a healthy range
- 8.5.3 Take an active part in improving the world of work by encouraging a healthy living environment and initiating better communication with those around him/her.
- 8.5.4 Make use of wellness services provided at the workplace

### **9. GRIEVANCE PROCEDURE**

Any unfair or inconsistent in application of the policy should be dealt with in line with the grievance procedure or dispute resolution procedures.

### **10. REVIEW OF POLICY**

This policy will be reviewed annually or as and when the need arises and it should be in line with legislations and prescripts



## 11. CONTRAVENTIONS

Any person who contravenes or fails to comply with any provision of this policy may be subjected to disciplinary action.

**THUS DONE AND APPROVED BY THE ACCOUNTING OFFICER**

**APPROVED/~~NOT APPROVED~~**



**MR T.P NYONI**

**HEAD: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

**DATE** 29/08/2018