



Health and Wellbeing Policy

Rev 2.0 | 09/06/2015

Overview

At **nbn** we are safe, disciplined and reliable. We act on our responsibilities to identify and remove potential and recognised risk to a healthy and safe workplace.

nbn supports employees to improve their overall physical, mental and emotional wellbeing and has developed a health and wellbeing program that seeks to:

- Gain an improved understanding of workplace issues that may impact upon the health and wellbeing of employees.
- Build the knowledge, skills and ability of employees to take control over their personal wellbeing by helping them to become actively involved in improving their personal health.
- Develop a partnership between **nbn** and our employees that will improve the health and wellbeing of all team members.
- Create a healthy working environment that leads to improved employee job satisfaction, morale, and generally contributes towards a more effective organisation.
- Ensure that risk to the health and safety of employees is not increased as a result of fatigue, psychological stress, illness or the use of medication, illicit drugs or alcohol.

Purpose

The intent of this policy is to inform employees of the framework that **nbn** has established to support the development of Health and Wellbeing initiatives on a nation-wide basis.

Scope

This policy applies to all employees.

Policy

nbn recognises that the ability of an organisation to achieve its objectives is dependent upon the health and wellbeing of all employees.

nbn also acknowledges that the key elements of a healthy workplace include the physical environment, health practices, social environment and personal resources. It is also recognised that these broad-based factors are interdependent and must be considered as parts of a holistic approach to a healthy workplace and employee wellbeing.

nbn will provide a healthy workplace by:

- Developing, in consultation with employees and their representatives, workplace specific programs and procedures to address lifestyle, health, fitness and safety issues



- Monitoring fatigue level, hours of work and implementing appropriate management programs
- Encouraging employee wellness and proactively managing risk of illness
- Encouraging employees to take periodic annual leave (where relevant) to maintain a positive balance between work, family and friends
- Implementing procedures, programs and testing regimes to actively reduce the workplace health and safety risks associated with the use or misuse of medication, illicit drugs or alcohol
- Informing and educating employees on the potential impacts of medication, illicit drugs, alcohol, fatigue, stress and other issues relating to their wellbeing and work performance
- Actively promoting exercise, healthy eating and a smoke free environment to improve or maintain employee's own wellbeing
- Providing confidential assistance and counselling services that benefit all employees
- Providing employees with access to suitably qualified medical practitioners for health and wellbeing advice
- Providing targeted health and wellbeing programs such as flu vaccination.

It is not the policy of nbn to sponsor any promotion, event or program external to the company.

Health and Wellbeing Programs

All internal health and wellbeing programs must be approved by the General Manager – Health, Safety and Environment after consultation with the Health, Safety and Environment Leadership Forum.

Roles and Responsibilities

The General Manager - Health, Safety and Environment has the overall responsibility for:

- This policy and the direction of programs being implemented
- Overseeing the coordination and implementation of the health and wellbeing program
- Identification of employee health and wellbeing needs and tailoring programs appropriately within budgetary constraints.
- Liaison with industry sources and external health providers for input and delivery of services
- Monitoring and reviewing the success of the health and wellbeing programs to ensuring continual improvement
- Implementing strategies for continuous improvement to ensure the health and wellbeing of **nbn** employees ensuring that a risk assessment is completed for each activity.

Managers are responsible for:

- Implementing this policy and supporting the health and wellbeing of their employees.
- Where appropriate providing approval for their employees to participate in health and wellbeing programs.

Employees are responsible for:

- Obtaining prior approval of their Manager before participating in a health and wellbeing program where there is likely to be an impact on **nbn** operations
- Providing feedback on corporate wellness activities through a program evaluation report.



Further Information

All **nbn** Employees will be made aware of this policy and its provisions via the HUB, email, employee meetings and induction.

If you require additional information in relation to this policy please contact the policy owner, or the Corporate HSE Team.