



## STATEWIDE GROUP TRAINING (SA) INC

### HEALTH AND WELLBEING POLICY

#### **PURPOSE:**

Statewide Group Training (SA) Inc (SGT) 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 policy acknowledges the importance of providing a workplace that addresses the health and wellbeing of its employees. The policy and ensuing activities represent our commitment to a healthy and effective workforce.

This policy will address our workplace culture, day to day practices, increased access to health initiatives and the creation of an environment that supports and encourages sustainable healthy choices.

#### **SCOPE:**

This policy applies to:

- Board Members
- All staff, including Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.

#### **POLICY:**

***Statewide Group Training (SA) Inc is committed to Employee Health and Wellbeing***

#### **Principles**

- To promote a smoke free workplace environment and support employees seeking to quit
- To provide access to healthy food choices through foods offered in the workplace and an environment that supports consumption of foods bought from home
- To promote and provide a workplace that encourages responsible alcohol consumption, through action, promotion, and education
- To support employees to participate in regular physical activity and reduce sedentary practices through promotion, education and access to physical activity and movement opportunities
- To support and promote employee wellbeing through work practices, a positive culture and leadership.

#### **Communication**

Statewide Group Training (SA) Inc (SGT) 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.



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**Employees are encouraged to:**

Understand this policy and seek clarification from management where required and consider this policy while completing work-related duties and at any time while representing Statewide Group Training (SA) Inc (SGT)

Support fellow employees in their awareness of this policy and ensuing activities and contribute to SGT's aim of providing a safe, healthy and supportive environment for all employees.

Seek opportunity 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 and actively support and contribute to the implementation of this policy, including the principles, objectives, and procedures.

Manage and implementation and review of this policy.

**Monitoring and Review**

Statewide Group Training (SA) Inc (SGT) will review this policy 12 months after implementation and annually thereafter. This will be carried out by the SGT Health and Wellbeing Champion.

Effectiveness of the policy will be assessed through feedback from employees and management.

Review of the policy by management and the SGT Health and Wellbeing Champion to determine if all objectives have been met.

**Other relevant SGT Policies**

Employees, are encouraged to read this policy in conjunction with other relevant SGT policies including, (but not limited to)

Work Health and Safety Policy

Return to work Policy

Smoke Free Workplace Policy Sexual Harassment Policy

Equal Opportunity Policy

Drugs and Alcohol Policy

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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

DATE: 27<sup>TH</sup> MARCH 2023