



FIELD BAND FOUNDATION WORKPLACE WELLNESS

Policy:

2018



Fellowship
Leadership
Optimism
Pro-activism
Expression

1. Introduction

This Field Band Foundation (FBF) Workplace Wellness Policy is a commitment by the FBF and its employees towards the wellness of the employees. The FBF considers employee wellness as a workplace issue as it affects both the employees (in the office and in the field) and the company. The FBF, as an NPC, is committed to maintaining a healthy and safe work environment by protecting the health, safety and well-being of all employees in the workplace.

This policy is in alignment with the Constitution of South Africa and the Basic Conditions of Service as the major relevant legislation concerning employment. The policy covers all FBF employees and should be read in conjunction with the staff contract of employment.

FBF management and employees have the responsibility to implement the policy and ensure compliance. Breaches of the policy will be dealt with under the normal disciplinary and grievance procedures of the FBF.

2. Purpose of the Workplace Wellness Policy

- To raise awareness among FBF Management and Employees of the impact of ill-health and disease on the organisation;
- To promote wellness and safety amongst all FBF employees;
- To ensure a uniform and fair approach to the effective prevention of accidents, incidents and disease;
- To educate management and employees on issues concerning discrimination related to diseases in order to have a zero tolerance for any form of discrimination applied in the workplace;
- To create an environment that is conducive to appropriate openness and disclosure without infringing on employees' constitutional rights;
- To inform FBF employees of the healthcare services available to them in and around the workplace e.g. local NGO's, government clinics.

3. Principles of the FBF policy

- The FBF Workplace Wellness Policy will be implemented in consultation with FBF management, employees and healthcare experts and within the available annual budget of the organisation.
- The FBF has a legal obligation to protect the health and wellness of all employees at the workplace, and employees have a complementary obligation to take responsibility for their own health and safety.
- The desire and the ability of employees living with chronic conditions or life threatening diseases to work is acknowledged. The right to continuation of employment is guaranteed as long as employees are able to perform their duties in accordance with their job requirements and are not a threat to their own safety or that of others.
- A zero tolerance policy is enforced regarding discrimination or harassment against workers on the basis of real or perceived health status.
- Employees living with disease have the same rights and obligations as all staff members.
- Employees with disease have a right to privacy and confidentiality regarding their condition, where it holds no risk for other FBF employees, members or the organisation.
- The FBF will encourage employees to support their ill colleague/s in all respects.

4. Employee Benefits

- The FBF commits to providing health, wellness and safety information, education and prevention programmes for all employees in the workplace within the means of the organisation’s annual budget. The programme will be conducted in a manner that takes into account levels of education and literacy that are workforce appropriate.
- All healthcare services organised by the company shall be conducted by a suitably qualified person with appropriate facilities according to the guidelines of the National Department of Health for South Africa and the South African Health and Safety Act.
- Any employee who is unable to perform and fulfil his job requirements should be afforded all the rights and processes related to Poor Performance management within the Labour Relations Act (66 of 1995), as well as any internal company procedures.

5. Risk Management and First Aid

- Where there may be an occupational risk of acquiring or transmitting any infectious disease, standard precautionary measures (as per the Standard Precautions procedure document) shall be taken to reduce such risk, including clear and accurate information to ensure a safe workplace including immediate access to Post Exposure Prophylaxes (PEP) (treatment after possible contact to HIV) for HIV infection.
- All employees are obliged to implement and comply with such risk management measures as are put in place by the organisation for the health and safety of all members and colleagues.

6. Confidentiality & Disclosure

- The FBF guarantees confidentiality of any medical information that may be held by company management.
- Where an employee chooses to voluntarily disclose his HIV/AIDS status to the company or to other employees, this information, may not be disclosed to others without the employee’s expressed and written consent.

7. Disciplinary action

- Management may institute disciplinary action against employees who refuse to work with an employee on the basis of real or perceived HIV status or other illnesses.
- The FBF will take disciplinary action against an employee where confidential health information has been inappropriately managed or used.
- The standard grievance handling procedures as accepted by the FBF shall apply to disease related grievances.

8. FBF Workplace Wellness Policy Review

The FBF acknowledges that safety, health, wellness and disease prevention and management in the workplace is not static. Policies and procedures addressing the aspects will be revised from time to time to remain relevant. The FBF will include new initiatives from National, Provincial and Local Governments around HIV /AIDS / Other Chronic and Life Threatening Diseases into account where necessary and possible within the annual budget of the organisation.

FBF Workplace Wellness Programme

- The FBF will establish a Workplace Wellness Committee representing all relevant stakeholders within FBF with clearly defined roles and responsibilities to coordinate and implement the Workplace Wellness Policy and Programme.
- A Workplace Wellness Programme Champion will be selected by the Workplace Wellness Committee and who will be responsible for the WWP implementation.
- The FBF Workplace Wellness Programme activities include but are not limited to:
 - Access to ongoing accurate and appropriate health and wellness information, education and communication using available company media and communication methods.
 - The promotion of proper condom use and access to free condoms.
 - Annual onsite health screening services.
 - Immediate access to a service provider for the most appropriate medical treatment, care and support In the event of any possible exposure to HIV whilst on duty through any incident. This may include, but will not be limited to, preventative antiretroviral therapy for 28 days and supportive counselling for an agreed upon number of sessions. Employees must inform the FBF management as soon as possible as Post Exposure Prophylaxes (PEP) is most effective soonest after exposure and only effective up to 36 hours after exposure.
 - Referral services to the most appropriate healthcare facilities for treatment, care and support. Regular and formal communication within the employees about the Workplace Wellness Policy, Workplace Wellness Programme and related activities.
- The FBF is committed to create and foster partnerships with governmental and non-governmental organisations for the implementation of its Workplace Wellness Programme.
- An appropriate, comprehensive monitoring, evaluation and reporting system for the Workplace Wellness Programme will be designed, implemented and maintained.