

WELLNESS MANAGEMENT POLICY

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1. INTRODUCTION

Wellness Management emerged as a priority due to increasing recognition that the health and wellbeing of employees directly affects productivity of the entire organization. As employees are the life-blood of the Municipality, it is vital to help them produce at their optimum levels.

Work is central to people's well-being, in addition to providing income; work can pave the way for broader social and economic advancement, strengthening individuals, their families and communities. The Local government through public service seeks to contribute to the Decent Work Agenda to achieve sustainable development that is centred on people. Decent Work is a key element to build fair, equitable and inclusive societies being based around the principles of employment creation, workers' rights, equality between women and men, social protection and social dialogue. This Agenda addresses the four priority areas of tackling unemployment, underemployment and poverty; the role of social protection in poverty-reducing development; social exclusion and the effects of COVID -19, HIV & AIDS; and tackling high stress levels of employees at the workplace.

Both personal and workplace factors influence overall wellness and employee performance. Individual wellness in this policy is viewed as the promotion of the physical, social, emotional, occupational, spiritual, financial, and intellectual wellness of individuals. This is attained by creating an organisational climate and culture that is conducive to wellness and comprehensive identification of psychosocial health risk.

This policy serves as a broad guide for government organisations in responding to Wellness in Matatiele Local Municipality world of work. It specifically provides Matatiele Local Municipality with guidelines on how to implement Wellness Management programmes in the workplace. Practically, the policy seeks to strengthen and improve the efficiency of existing services, programmes and infrastructure, introduce additional interventions based on recent advances in knowledge. The policy should be read in conjunction with the Occupational Health and Safety Policy, Employee Assistance Policy and other related Municipal policies.

2. SCOPE

This policy shall be applicable to all Municipal functionaries.

3. OBJECTIVES

The objectives of this policy are to:

Promote physical wellbeing of individual employees.

3.2 Promote psychosocial wellbeing of individual employees.

3.3 Create an organizational climate and culture that is conducive to wellness.

3.4 Promote Work-Life Balance through flexible policies in the workplace to accommodate work, personal and family needs.

4. PRINCIPLES

4.1 Focus on all levels of employment

4.2 Flexibility and adaptability

4.3 Maintaining performance focus

4.4 Responding to the needs of designated employees

4.5 Voluntary participation

5. LEGAL FRAMEWORK

5.1 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

5.2 Labour Relations Act, 1995 (Act No. 66 of 1995)

5.3 Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)

5.4 Compensation for Occupational Diseases and Injuries Act, 1993 (Act No.130 of 1993)

5.5 Employment Equity Act, 1998 (Act No.55 of 1998)

5.6 Disaster Management Act, 2002 (Act No. 57 of 2002) and National Disaster Management Framework

5.7 Local Government Municipal Staff Regulations

6. MUNICIPAL STRATEGIC FRAMEWORKS WITHIN LOCAL GOVERNMENT

- 6.1 Integrated Development Plan**
- 6.2 Medium Strategic Framework**
- 6.3 Back to basics**
- 6.4 Local government Occupational Health & Safety Programme**

7. DEFINITIONS

7.1 “Wellness” is an active process through which organizations become aware of, and make choices towards a more successful existence. For both the individual and the organization, the concept of wellness is one where active steps can be taken to reduce chronic disease and mitigate its debilitating impact on personal lives and organizational productivity (World Economic Forum).

7.2 “Physical Wellness” promotes taking care of your body for optimal health and functioning.

7.3 “Social Wellness” emphasizes the positive and interdependent relationship with others and nature

7.4 “Psychological Wellness” is a dynamic state that is influenced by and influences our physical intellectual, spiritual and social lives.

7.5 “Spiritual Wellness” refers to integrating our beliefs and values with our actions; it enhances the connection between mind, body and spirit.

7.6 “Intellectual Wellness” is the utilization of human resources and learning resources to expand knowledge and improve skills.

7.7 “Financial Wellness” 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.

7.8 “Wellness & OHS OFFICER” is an employee tasked with the responsibility to coordinate the implementation of wellness programmes.

7.9 “The Employee” means a person appointed in terms of the Municipal Systems Act, trainee, Intern as prescribed in the Municipal Employment Policy.

7.10 “The Health and Wellness Committee” is a committee that is established by the Wellness & OHS of Human Resources Management Unit initiate, develop, promote, maintain and review measures to ensure the wellness of employees at the workplace. This is a multi-functional team consisting of relevant representatives as indicated by different Municipal Departments. This Committee serves as a vehicle of coordination, communication, collaboration, and consultation of the Wellness programmes.

7.11 “Family” means spouse and children or as determined by the Department.

7.12 “Work-Life Balance” the achievement of equality between times spent working and one's personal life.

8. ROLE PLAYERS

8.1 Municipal Manager

8.2 Corporate Services General Manager

8.3 Manager Human Resources and Development

8.4 Wellness and OHS Officer

8.5 Wellness & Sport Committee

8.6 Designated Wellness Service provider

8.1.1 MUNICIPAL MANAGER

8.1.1.1 Ensures development and implementation of a written policy on managing

8.1.1.2 the wellbeing of both the employees and the organization

8.1.1.3 Appoints a designated Senior Manager to champion the Wellness Management

8.1.1.4 programmes in the workplace

8.1.1.5 Ensures the provision of resources for the implementation of Wellness programmes in the Municipality.

8.2 GENERAL MANAGER CORPORATE SERVICES

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**

8.3 MANAGER HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

- 8.3.1 Establish an appropriate organization structure for Wellness Management**
- 8.3.2 Ensure Human Resource planning and management**
- 8.3.3 Develop integrated wellness information management system**
- 8.3.4 Provide physical resources and facilities**
- 8.3.5 Mobilize management support**
- 8.3.6 Develop and maintain an effective communication system**
- 8.3.7 Develop and implement a system for monitoring, evaluation, and impact analysis**

8.4 WELLNESS AND OCCUPATIONAL HEALTH & SAFETY OFFICER

- 8.4.1 Coordinates the implementation of wellness programmes, projects and interventions**
- 8.4.2 Plans, monitors and manages Wellness programmes according to strategies, policies and budgetary guidelines**
- 8.4.3 Makes provision for counselling to individual employees and to their dependants.**
- 8.4.4 Analyses and evaluates data and communicate information, statistics and results to Various stakeholders and management**
- 8.4.5 Coordinates activities of peer educator employees.**
- 8.4.6 Promotes work-life balance for employees**

8.5 WELLNESS AND SPORT COMMITTEE

- 8.5.1 Oversees the implementation of the wellness policy and programmes in the workplace**
- 8.5.2 Makes recommendations to the employer regarding any policy matter and implementation procedures including any matters affecting the wellness of employees**
- 8.5.3 Discusses any incident or condition at the workplace which might have a negative impact on the wellbeing of employees**
- 8.5.4 Serves as a vehicle of communication to promote wellness initiatives within the workplace.**
- 8.5.5 Recommends wellness activities for employees at the workplace, inter-departmental, provincial and national.**
- 8.5.6 Lead various sporting codes in training, provincial and national participation.**
- 8.5.7 Recommend the sporting equipment for each code within the budget limits.**
- 8.5.8 Creates wellness avenues through which collaborative initiatives can be forged; meets quarterly to discuss employee wellness policy matters.**

8.6 DESIGNATED WELLNESS SERVICE PROVIDER.

- 8.6.1 Acts as a referral agent of employees to relevant internal or external health support Programmes through Manager Human Resources and Development.**
- 8.6.2 To operate according to the contracted service level agreement and project plan.**

9. WELLNESS ACTIVITIES MANAGEMENT AND PROCEDURE

- 9.1 The Municipality and individual employees shall engage in all categories of Wellness in relation to other policies and authority of the Municipal Manager or his designated manager.**
- 9.2 Wellness activities shall be honoured with strict adherence of their categories that shall be circulated to all municipal functionaries in a reasonable period for thorough preparation.**
- 9.3 The wellness activity participants shall communicate in writing to the Municipal Manager to request practice time slot at the determined venue, employee participants, respective departments/ units, wellness category and the sporting code, once every week during working hours depending on the date of the event/match performance.**
- 9.4 All participation and competitions results shall be reported to the responsible Wellness Officer.**
- 9.5 Provisioning of wellness sport equipment, catering, transport and accommodation where necessary shall be borne by the Municipality in relation to other policies.**
- 9.6 Wellness participation shall form part of talent and performance in Staff Recognition Awards.**

9.7 MLM will participate in intergovernmental wellness through internal management process to a maximum of five events including external events in a calendar year.

10. WELLNESS CATEGORIES AND EXAMPLES

10.1.1 Physical Wellness: Athletics, Soccer, Netball, Volleyball, Tennis, Swimming, Table Tennis, Darts Etc.

10.1.2 Social Wellness: Hiking, picnics, walkathons, Cancer/HIV/AIDS, COVID 19, Youth Development Campaigns, Mental health, Gender Activity Campaigns etc.

10.1.3 Psychological Wellness: Morabaraba, Chess, Puzzles, archery, Spelling Bs, etc.

10.1.4 Spiritual Wellness: cultural activities, religious activities,

10.1.5 Intellectual Wellness: Occupational Health and Safety Act and Regulations, COIDA,

10.1.6 Financial Wellness: As presented by the service provider

11. COMMENCEMENT

11.1 This policy shall commence after its approval

12. INTERPRETATION OF THIS POLICY

12.1.1 All words contained in this policy shall have a direct grammatical meaning unless the definition or context indicates otherwise.

12.1.2 Any party concerned shall declare the dispute on interpretation of this policy in writing.

12.1.3 The Office of the Municipal Manager shall give a final interpretation of this procedure manual in case of written dispute.

12.1.4 The party concerned is not satisfied with the interpretation; a dispute may then be pursued with the South Local Government Bargaining Council.

13. PERMANENT/TEMPORARY WAIVER OF THIS POLICY

13.1 This policy may be partly or wholly waived by the Municipal Council on temporary or permanent basis.

13.2 Notwithstanding clause No. 13.1, the Municipal Manager may under circumstances of emergency temporarily waive this procedure manual subject to reporting of such waiver to Council.

14. AMENDMENT AND/OR ABOLITION OF THIS POLICY

14.1 This may be partly amended or wholly amended by the Council

14.2 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

14.3 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

15. SUSPENSION OF THIS POLICY

15.1 This procedure manual may only be suspended or repealed by Council


16. COMPLIANCE AND ENFORCEMENT

16.1.1 Violation of or non-compliance of this policy will give a just cause for disciplinary steps to be taken.

16.1.2 It will be the responsibility of all Managers, Supervisors, General Managers and Municipal Council to enforce compliance with this policy.

CPS/P314
CR 884/28/05/2025


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