



HEALTH AND WELLNESS POLICY

Policy owner: Executive Head: Operations

Date last amended: September 2019

Date of next review: September 2020

1. PURPOSE

This policy covers the all aspects relating to the health and wellness of staff members and students.

2. SCOPE

This policy applies to all staff members and all students where students as applicable in terms of distance learning students.

3. GOALS

The IMM Graduate School will:

- build and maintain a workplace environment and culture that supports healthy lifestyle choices
- build and maintain a student environment culture that supports healthy lifestyle choices
- increase staff member and student knowledge and awareness of health and wellbeing issues and healthy lifestyle behaviours
- facilitate staff member active participation in a range of initiatives that support health and wellbeing

4. OBJECTIVES

The IMM Graduate School will:

- promote flexible working arrangements where possible, to encourage healthy behaviours (e.g. flexible lunch break for more time to exercise)
- encourage staff members to be more physically active by making provisions in the workplace for activity opportunities (including reducing sitting time where relevant and practical)
- enforce a smoke free workplace environment and support staff members to quit smoking
- promote worker social and emotional wellbeing through workplace practices and policies
- increase staff member and student knowledge and awareness around key health topics, including the risks of alcohol consumption

5. RESPONSIBILITY

Staff members and students are encouraged to:

- understand this policy and seek clarification from management where required
- consider this policy while completing work-related duties and at any time
- support fellow staff members in their awareness of this policy
- support and contribute to the aims of providing a safe, healthy and supportive environment for all staff members

Managers have a responsibility to:

- ensure that all staff members are made aware of this policy
- actively support and contribute to the implementation of this policy, including its goals and objectives
- manage the implementation and review of this policy

6. COMMUNICATION

The IMM Graduate School will ensure that staff members:

- have access to this policy via the HR system being Magma HR
- are empowered to actively contribute and provide feedback to this policy
- are notified of all changes to this policy

The IMM Graduate School will ensure that students:

- have access to this policy via the Student Portal
- are empowered to actively contribute and provide feedback to this policy
- have a contact list (via the IMM Graduate School website) for national health and wellness organisations.

7. STUDENT ASSISTANCE

The Department of Higher Education and Training (DHET) together with Higher Health SA and the South African Depression and Anxiety Group, have set up a toll free helpline for all higher education students. If you need any help, are feeling overwhelmed or just need someone to talk to, please call 08000 36 36 36 or go to:

<https://www.msn.com/en-za/health/medical/free-mental-health-helpline-launched-for-universitystudents/ar-BB17hiLB?li=BBqfP3n&ocid=iehp>

You may also call any of the IMM Graduate School Support Centres or the IMM Graduate School National Office in Johannesburg to request assistance.

- The IMM Graduate School National Office number is 0861 466 476
- Click on [this](#) link to view the contact details for all IMM Graduate School offices

8. MONITORING AND REVIEW

The IMM Graduate School will:

- review this policy every twelve months

Effectiveness of the policy will be assessed through:

- review of the policy by management to determine if objectives have been met and to identify barriers to ongoing policy implementation