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## PERSONAL HEALTH AND WELLBEING POLICY AND PROCEDURES

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### Purpose

The purpose of this policy is to affirm Trendie's dedication to fostering a culture that prioritises the health and wellbeing of our employees. We aim to cultivate a supportive workplace environment that encourages a healthy work-life balance, offers resources for personal health management, and actively promotes the physical, mental, and emotional wellbeing of our staff. By implementing this policy, we strive to create a sustainable and nurturing workplace where employees feel valued, supported, and empowered to maintain their personal health and wellbeing.

### Scope

This policy is applicable to all employees of Trendie, regardless of employment status, including full-time, part-time, casual, temporary, and contract staff. It encompasses initiatives, programs, and resources designed to support various aspects of health and wellbeing, including but not limited to physical health, mental health, emotional wellbeing, and work-life balance.

### Health and Wellbeing Principles

- **Work-Life Balance:**

Trendie recognises the importance of maintaining a healthy balance between professional and personal responsibilities. We offer flexible working arrangements, such as varied start and finish times, remote work options, and part-time opportunities to accommodate diverse needs and life circumstances. Employees are encouraged to utilise these arrangements to achieve a sustainable work-life balance.

- **Mental Health Support:**

We are committed to providing a workplace where mental health is prioritised. Employees have access to comprehensive mental health resources, including confidential counselling services, stress management programs, and mental health awareness training. We aim to destigmatise mental health issues and encourage open discussions around mental health in the workplace.



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- **Physical Health Promotion:**

Trendie is dedicated to promoting physical health and wellness among employees. We offer wellness programs, fitness challenges, and access to health resources, such as gym memberships or exercise classes. Additionally, we encourage regular health check-ups and provide information on healthy lifestyle choices, including nutrition and physical activity.

- **Safe Work Environment:**

Ensuring a safe and healthy work environment is a top priority at Trendie. Regular workplace safety assessments are conducted to identify and mitigate potential hazards. We implement ergonomic solutions and provide training on safe work practices to prevent workplace injuries and promote overall safety.

- **Confidentiality and Support:**

All health and wellbeing concerns raised by employees will be handled with the utmost confidentiality and sensitivity. We are committed to providing a supportive, non-judgmental environment where employees feel comfortable seeking assistance for any health-related issues.

## Wellbeing Initiatives and Resources

- **Employee Assistance Program (EAP):**

The EAP offers confidential counselling services to support employees with personal and work-related issues. Employees can access professional guidance on a range of topics, including stress, anxiety, relationship issues, and work-life balance.

- **Health and Wellness Programs:**

We provide a variety of health and wellness programs to encourage a healthy lifestyle. These include fitness challenges, health screenings, wellness workshops on topics like nutrition and stress management, and initiatives to promote physical activity, such as walking groups or fitness classes.

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- **Flexible Working Arrangements:**

To support employees in balancing their work and personal lives, we offer flexible working hours, remote work options, job sharing, and other supportive arrangements. These arrangements are designed to accommodate diverse personal circumstances while maintaining productivity and organisational goals.

- **Mental Health Awareness:**

We regularly conduct training sessions and workshops aimed at increasing awareness and understanding of mental health issues. These sessions provide employees with tools and techniques to manage stress, build resilience, and support their own mental wellbeing as well as that of their colleagues.

## Responsibilities

- **Employees:**

Employees are encouraged to actively engage in managing their personal health and wellbeing. They are expected to make use of the resources and programs provided by Trendie and to seek support when needed. Employees are also encouraged to contribute to a positive work environment by respecting the wellbeing of their colleagues.

- **Managers:**

Managers play a crucial role in fostering a supportive work environment. They are responsible for recognising signs of stress or burnout in their teams and for promoting participation in health and wellbeing programs. Managers should lead by example, demonstrating a commitment to work-life balance and encouraging open communication about health and wellbeing.

- **HR Department:**

The HR department is responsible for the development, implementation, and continuous improvement of health and wellbeing programs. They are tasked with ensuring that adequate resources are available to support employees in managing their health and wellbeing. HR will also provide training and support to managers in recognising and addressing health and wellbeing concerns within their teams.



## Procedures

- **Accessing Health and Wellbeing Resources:**

Employees seeking support or wishing to participate in health and wellbeing programs should contact the HR department for information on available resources and how to access them. Confidentiality will be maintained throughout the process.

- **Requesting Flexible Working Arrangements:**

Employees interested in flexible working arrangements should discuss their needs with their manager. Requests will be considered on a case-by-case basis, taking into account the employee's personal circumstances and the operational requirements of the organisation.

- **Reporting Health and Wellbeing Concerns:**

Employees are encouraged to report any health and wellbeing concerns to their manager or the HR department. All reports will be handled confidentially and with sensitivity. Trendie is committed to taking appropriate action to address any concerns raised.

- **Participation in Wellness Programs:**

Employees will be informed of upcoming health and wellness programs and events through internal communications. Participation in these programs is voluntary but highly encouraged to support overall wellbeing.

- **Annual Health and Wellbeing Review:**

The HR department will conduct an annual review of the health and wellbeing initiatives to assess their effectiveness and relevance. Feedback from employees will be sought to identify areas for improvement and to ensure that the programs continue to meet the evolving needs of the workforce.

## Compliance and Enforcement

Trendie is fully committed to promoting the health and wellbeing of its employees. Failure to comply with this policy, particularly if it leads to harm to an employee's health or wellbeing, may result in disciplinary action in accordance with the organisation's disciplinary procedures. This may include but is not limited to, counselling, performance management, or other corrective actions as deemed necessary.



# Trendie

## **Review**

This policy will be reviewed annually by the HR department to ensure its continued effectiveness and alignment with organisational goals and legal requirements. Updates or changes to the policy will be communicated to all employees in a timely manner. Feedback from employees is encouraged and will be considered during the review process to ensure that the policy remains relevant and supportive of a healthy workplace culture.

## **Conclusion**

Trendie is committed to creating a workplace that prioritises the health and wellbeing of its employees. By fostering a supportive and inclusive environment, we aim to empower our staff to manage their personal health and wellbeing effectively, contributing to a productive and positive organisational culture.

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