



# SPARC Wellness Policy

## Objective

To proactively provide support enabling individual employees to make every effort to maintain good health and to assist them maintain their personal well-being.

SPARC will foster a working environment and implement policies and practices that promote, develop, assist and maintain the health of employees.

## Policy

The quality of SPARC's service delivery is affected by the health and well-being of the organisation's employees. As a good employer, SPARC recognises that a holistic approach will ensure that employees are able to achieve success in their work and home environments. SPARC will support and encourage staff to achieve a healthy balanced lifestyle and acknowledges that accountability for health and well-being is shared between SPARC management and individual employees.

SPARC recognises the benefits of supporting a healthy and physically active workforce.

SPARC will meet its responsibility by providing a safe and healthy work environment while also providing and implementing opportunities and strategies to manage these areas of focus.

SPARC is committed to informing employees about the intent and proper use of the SPARC Wellness Policy.

## Sponsored Social Club Events

SPARC shall continue to sponsor social events that shall include whānau participation. For instance SPARC employees and their whānau are invited to have fun at the SPARC Christmas party.

## Wellness Strategies

SPARC's holistic approach to achieving a healthy workforce recognises and incorporates the Te Whare Tapa Wha model (*Dr. Mason Durie 1985*). SPARC shall review and monitor the application of this policy and wellness strategies on an annual basis. Results of reviews may lead to a variation of the content of the Wellness Strategies offered to employees.

# Te Whare Tapa Wha

**Te Taha Wairua:** (spiritual health, including the health of land, air and water)

Involves providing a safe and respectful environment for individuals. SPARC values a whole-person approach, for example, respect for cultural and religious differences, which allow opportunities, and recognition of peoples' personal skills and qualities.

**Te Taha Hinengaro:**(emotional and psychic well-being of the whānau and of each individual within it)

The expression of emotion and the psychic are closely related to a person's working style, therefore SPARC will respect differences in ways of communicating peoples belief systems to ensure that emotional needs are supported to manage stress. SPARC will provide support when people become stressed to avoid negative impacts on the individual, family and the organisation.

**Te Taha Tinana:** (physical aspects of health)

The physical aspects of health are based on the fundamental principle that human beings have physical as well as mental and spiritual needs and if these needs are not supported, physical health can decline.

Excessive work commitments can contribute negatively to health and SPARC will facilitate opportunities and support for employees to be physically active on a daily basis.

**Te Taha Whānau:** (the social environment in which all employees and their whānau operate and the communities in which they all live and act)

SPARC recognises that employees have families for which they are responsible and therefore SPARC provides flexible work arrangements to enable a balance between work and family to be achieved. This is based on recognition of lack of time for family can result in poor performance at work.

Whānau is also interpreted as work whānau (the team – organisation and business teams). SPARC recognises the value of team unity. SPARC will aim to promote an overall culture of well being as an organisation; SPARC as a well workplace is a total system.

**Te Taha Wairua:** (spiritual health)

To promote and respect the personal spiritual health, diversity, land and environment (facilities) within the organisation through SPARC promoting respect for work colleagues in terms of their religious beliefs and ethnic backgrounds.

## **SPARC will:**

- Encourage the use of Tikanga Maori.
- Adopt energy efficiency measures by turning off the lights of unused offices, and at end of day.
- Encourage the reduction of waste by providing facilities to recycle paper.
- Maintain air and water quality levels through regular checks of heating and ventilation systems and water filters.
- Encourage personal accountability in the maintenance of shared areas such as keeping the lava lounge clean and tidy.
- Not permit smoking at any time in any part of the building of the employee's place of work. It is the responsibility of employees to ensure that all visitors (in particular those from overseas) to the building are aware that NZ work places are smokefree.

### **Te Taha Hinengaro:** (emotional health)

SPARC will aim to provide an environment that reduces stress levels and provides emotional support for employees by:

- Counselling support shall be made available to an employee, upon request, by SPARC arranging for an independent counsellor. This will be arranged on a case-by-case basis and may be held off-site. Matters discussed in counselling sessions shall be confidential to the employee and the counsellor. Please note that SPARC may seek some feedback from the counsellor concerning progress with the individual employee. (This will be to assist with any required follow-up or to arrange for any additional assistance that may be made available to the individual employee).

*Note: To arrange counselling you can either speak to your Manager, the Senior Advisor Human Resources, or access this service directly in complete confidence by going to to the SEED website to obtain contact details.*

- Support employees to access, during work time, advice to assist their decision making (for example advice or career counselling)
- Complete a stress audit of the SPARC work environment and provide stress mapping for individual employees
- Provide stress management training
- Ensure that employee workloads and expectations are achievable to reduce stress levels. (*Refer Performance Management Policy*)
- Celebrate the achievements of staff in either their personal, sporting, recreational and professional capacities.
- Support professional development opportunities for employees (*Refer Study Policy*)

### **Te Taha Tinana:** (physical health)

SPARC will support the physical health of employees through a range of support processes being made available to employees assisting for their participation:

- Sick Days encouraged when feeling ill
- Workstation assessments and ergonomic equipment
- Push Play Investment (Team)
- Push Play Investment (Individual)
- Eye examinations
- Medical / healthcare discount membership scheme
- Annual influenza inoculation
- Heart disease training and awareness, defibrillator training
- Walking Meetings
- Walking the Talk

The above is subject to change following evaluation of SPARC's Health Day and participation in the Global Corporate Challenge.



**Te Taha Whānau:** (social health)

SPARC will promote social health and the sense of whānau within the organisation by implementing policies including:

- Flexible Working Arrangements
- Coachcorp (Coaching in the Community)
- Sponsored social club events

