**Health and Wellbeing**

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| This is a template policy developed for general use by Baptist Churches in NSW and ACT and may not necessarily be suitable for you and your church's situation.  The information provided in this document is accurate and up-to-date as of the time of writing. However, due to the possibility of changes in circumstances or changes in legislative requirements and best practise, we cannot guarantee the continued accuracy or relevance of the content.  It is recommended that you consider whether the information is appropriate to your needs, and where appropriate, seek professional advice.  This document should be used and read in conjunction with the *Guide to the Template Policies* document. |

**Introduction**  
**ABC Baptist Church** (the church) believes that the holistic wellbeing of our staff is key to the success and sustainability of our church. We understand that a healthy workforce increases focus, productivity, assists with stress management and assists our workers reach their potential at work. We are committed to providing a healthy and safe workplace and building an environment and culture that supports the health and wellbeing of our workers at work, mentally, emotionally, and spiritually.

We aim to:

* Increase staff awareness of health and wellbeing issues and behaviours
* Provide role clarity, clear communication pathways, support, and reasonable work expectations
* Reduce the stigma around depression and anxiety and other mental health issues in the workplace
* Facilitate the active participation of staff in initiatives that support health, wellbeing, and engagement
* Foster greater spirituality of our staff by providing opportunities that enable staff to pray and connect with God and grow in their faith.
* Provide an environment and structure where staff feel supported and safe.

**Scope**

This policy applies to all workers in the workplace. This policy does not form part of any contract with our staff and may be varied from time to time by the Church at its discretion.

**Definitions**

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| Workers | Includes all employees and volunteers, including pastors. |
| Ill Health | includes a range of symptoms that compromises a person’s wellbeing and the ability for that person to live their life to their full potential, including in their workplace. |
| Volunteer | a person who willingly gives their time to perform a task for no financial gain. |
| Wellbeing | state of physical, mental, emotional, and spiritual health characterised by happiness and comfort. |

**Policy**

As people are the centre of what we do at **ABC church**, we are committed to providing a healthy and safe workplace that enables our staff and volunteers to thrive at work.

We do this by preventative support in the areas of physical health, spiritual health and mental and emotional health.

*We support and promote physical wellbeing by:*

* providing a smoke free workplace
* **[insert other examples here such as:**
  + **encouraging walking meetings or meetings outside of the office**
  + **providing stand up desks**
  + **encouraging flu vaccination by reimbursement of cost**
  + **regularly reviewing the** **WHS Policy**
  + **a robust Recover at Work Program**
  + **providing flexible hybrid work arrangements to support work-life balance and to assist those suffering from ill health etc]**

*We support and promote spiritual health by:*

* **[insert other examples here such as:**
  + **facilitating weekly prayer and devotions to encourage both connection and spiritual growth**
  + **dedicated prayer room providing a space for prayer, mediation, and quiet reflection etc]**

*We support mental and emotional health by:*

* providing relevant and robust policies and procedures to clearly articulate our intolerance of harmful behaviours such as bullying, harassment and discrimination. (Refer to the *Workplace bullying and Anti-Harassment and Anti-discrimination* policies)
* clear processes for conflict resolution (Refer to the *Conflict Resolution Policy*)
* well defined and executed review process that includes regular 1 on 1’s and annual goal setting providing clarity, feedback, and regular communications
* **[insert other examples here such as:**
  + **the provision of an Employee Assistance Program (EAP) where employees or their family members can receive counselling support for personal or professional issues they may be facing.**
  + **effective leave management to ensure our staff and volunteers take regular breaks to avoid burnout**
  + **regularly reviewing the WHS Policy**
  + **awareness of mental, physical, and spiritual health by providing training, easy access of information and self-care strategies.**
  + **regular staff engagement activities throughout the year to promote healthy relational and cultural development etc]**

**Responsibilities**

**Workers**  
All workers are responsible to take care of their own well-being and to take reasonable care of the wellbeing of others by complying with related policies, procedures, and processes put in place to support the well-being of our workers.

**[leadership/ management/ supervisors etc]**  
All **[leadership/ management/ supervisors etc]** have a responsibility to ensure that all workers are made aware of this policy. They must also actively support, and contribute to the implementation of this policy, through leadership, cultivation, and commitment to providing a safe and supportive work environment that supports workers wellbeing.

## **Document Control Information**

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| **Disciplinary Policy** | |
| Owner |  |
| Master Copy |  |
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| Approved by **[Management Team]** |  |
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| Date next Review |  |

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| Date | Version | Revision Description | Reviewed / Updated by |
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