



# EMPLOYEE HEALTH AND WELLNESS POLICY



**INSCAPE**

## INSCAPE EDUCATION GROUP

### Employee Health and Wellness Policy and Procedure

V2018, U01, R03  
2018/03/01

Inscape Education Group is committed to a safe, positive, and healthy workplace that encourages and supports the physical and mental wellbeing of employees. We encourage not only nurturing this philosophy, but also encouraging employees to take ownership of their own health and welfare.

At Inscape we opt to give our employees access to Occupational Health and Safety and Personal Health offerings, along with Wellness and Work Life Quality interactions. In this way ensuring that our employees are equipped with the correct coping tools when they in turn need to aid students and other stakeholders alike, along with maintaining their own personal wellbeing.

The purpose of this policy is to address the core values of Inscape:

- Quality
- Authenticity
- Relationships

The Health and Wellness Framework (H & W Framework) is the driving force behind the fundamental core values of maintaining **Quality**, wherein ensuring that our employees are always up-to-date, strive for excellence in not only all they do, but within their own lives: that they endeavour to instil these values in their interaction within the learning and work environment.

When recruiting, and selecting potential employees, one of the key factors we look for in an individual is the ability to be **Authentic**. This is that Inscapeness, that unspoken inner essence that naturally makes an individual reliable, consistent, and dependable, not only as an individual, but within a team.

Building, and maintaining, healthy **Relationships** with all stakeholders and self, is also an essential ideal we strive to maintain and cultivate at Inscape. Through various internal mechanisms and engagement activities, we promote the positive integration of individuals to assist with the continuous and growing scope of communication within a system that allows effective interaction and personal growth.

### Health and Wellness Framework for Employees

#### 1. Occupational Health and Safety and Personal Health.

The DHET, in terms of Regulation 12(2), states that institutions are required to submit an occupational health and safety report for each site of delivery, as evidence that we comply with all regulations relating to the health and safety of persons on our premises.

To this end:

- Inscape has a comprehensive Occupation Health and Safety Policy and Procedure that governs the overall safety of our facilities.
- Along with emergency procedures, effective systems, and training, to ensure the general safety of all those using our internal spaces.
- The organisation participates in yearly professional inspections, national (by a SAIOSH certified member), to ensure a continuous high standard of inclusive safety in preparation of any such event.
  - See IEG Occupational Health and Safety Policy and Procedure

The Inscape Education Group Employee Benefits provide access to:

- Multiple choices within the Framework of the Discovery Medical Aid system for employees to choose access. Whereby ensuring the physical, mental, and financial health of employees

- Liberty investment solutions with regards
  - Pension benefits
  - Group life access
    - See IEG Employee Benefits Policy and Procedure

## 2. Wellness and Work Life Quality

The mental, professional, and personal development, of an employee is very important to Inscape as a national and global institution. The general “open door policy” of the managerial representatives goes a long way to ensure, and secure, employees as to access for present and continued success. The accessibility to a high-level management team is paramount to the success of the institution.

- Employees have access to state of the art equipment, and technology, to ensure their business success.
- Relevant and progressive policy and procedure documents, along with a formalised coaching program, are available to ensure individual success and progress.
  - See IEG Policy and Procedure documents on the Learner Management System (LMS)

To ensure a quality of life and attention to personal success and growth of the individual employee, Inscape has constructed a success platform with access to all employees. As a natural training environment, Inscape has initiated an Online internal training platform, to complement it's already engaging personal workshops, and external training plan. These are offered by various managers and experts, at various levels of employment dependant on the immediate need. Whereby ensuring individual and departmental success.

- See IEG Training and Development Policy and Procedure

In terms of personal access to fundamental questions and aspect of a professional working environment Inscape offers employees:

- easy access to personal annual leave (amongst others) via an online Employee Self Service (ESS) system
- a clear and defined retirement explanation in the IEG Standard Conditions of Employment
- confidentiality
- access to a discipline system that addresses any internal grievances
  - See IEG Employee Grievance Policy and Procedure
- clear and concise position profiles, documenting Key Performance Areas
- defined departmental Key Performance Indicators
- a bonus payment system dependant on collective output

## Specific Awareness to Student Mental and Physical Needs

### 1. Addressing Student Mental and Physical Needs Within the Curriculum

Within the curriculum, the students are exposed to various tools and strategies that address their mental and physical health. Leadership, mentorship, along with stress and time management, are covered in a direct and subtle inference through suggestion, roleplay, and actual participation.

Through project based practice, awareness is created around social and environmental issues, touching on subject, but not limited to: cyber bullying, teenage pregnancy, HIV aids, addiction, and socio-economic mindfulness.

### 2. External Provisions Made to Deal with Specific Issues Per Site of Delivery

With specific reference to giving students access to information regarding their mental health, and making them aware of their environment the following initiatives are put in place to address their immediate needs. Through the registration process each student is required to fill-in and maintain, their healthcare needs, and contracts. These are kept securely, at a campus and national level, and are readily available in case of an emergency.

**a. Cape Town Campus**

Yearly SAPS visit – Information session

**Contact person** - Captain October from Cape Town Central Police Station – 021 467 6351

**Addresses the following** - general safety awareness and having the contact number of the nearest police station.

THERAPISTS:

- Crescent Clinic:
  - Clinical Psychologist Dr Anita Badenhorst – 0217627666
  - Counselling Psychologist Dr Jacques Tylor – 0217627666
  - Counselling Psychologist Dr Elizabeth Franklin – 0217627666
- Other:
  - Psychotherapy & Psychology Dr Vincenzo Sinisi – 0733565814
  - Counselling Dr Sharon Johnson – 0722644140 Ext 5552223
- For students having difficulty coping emotionally a programme called 'The Journey' by Nicci Drzewicki [nicci@drzarchitects.co.za](mailto:nicci@drzarchitects.co.za), has proven to be very successful

**b. Durban Campus**

Yearly SAPS visit – Information session

**Contact person** - W/O Danny Verster, Police Emergency Services, 031-3254497

**Addresses the following** - Safety & Security on the street, safety and security inside the campus, self-defence, facts of file on drugs, avoid Hijacking situation, missing children, safety at the ATM, rape, water safety.

THERAPISTS:

Psychologists - Dr Tasneem Khan -031204 1569/1442

Hospital – Life Entabeni Hospital - Life Healthcare - 031 204 1300 –

Advisor/mentor at Inscape - Gail Henning always assisting student with problems.

**c. Midrand Campus**

Yearly SAPS visit – Information session

**Contact person** – 011 347 1626

**Addresses the following** – General Safety

THERAPISTS

Lazrus Kgalema Dr - 011 304 7842

Phipps Warwick Dr - 011 805 5594

Xoli Mvoko Psychologists - 012 657 0166

**d. Pretoria Campus**

Yearly SAPS visit – Information session

**Contact person** – 012 353 4233

**Addresses the following** – General Safety

THERAPISTS

Ask Pretoria Campus Reception for complete list

All Policy's & Procedures are reviewed and updated as necessary on a regular basis, and employees will be kept informed of these reviews/updates. It however remains the employee's responsibility to read Policy's & Procedures from time to time to remain up to date.