



# Employee Health and Wellbeing Policy

## Scope

This policy applies to all Brook RED employees.

## Purpose

To ensure that processes are in place to support the professional and personal health and wellbeing of Brook RED employees.

## Principles

Consistent with our belief that all people should be supported to live full and satisfying lives, Brook RED is committed to creating a workplace that supports staff to attend to their individual health and wellbeing. Brook RED maintains an open dialogue with employees about how to best support health and wellbeing and a range of formalised supports are on offer to employees.

## Policy

Brook RED will:

- Engage in an ongoing conversation with employees in order to foster a workplace culture that values and supports employee health and wellbeing
- Encourage employees to identify their professional and personal goals and work in partnership with employees to help them work toward these
- Provide regular line management and internal practice supervision to employees and fund External Practice Supervision for employees (please refer to the Line Management and Practice Supervision Guidelines for further information and eligibility)
- Offer professional development opportunities to staff where these are relevant to role and do not disrupt operations unduly
- Offer flexible working conditions including self-rostering where appropriate and opportunities to work from home or other remote locations where reasonable to the employees duties
- Offer extraordinary leave as outlined in the Employee Leave Policy and Procedure
- Offer Wellbeing Days once a month for permanent full-time employees in roles where there is little flexibility. Wellbeing days do not accrue and must be used within the month, organised with line managers.
- Provide regular team meetings/team days/team building activities
- Uphold the Right to Disconnect as outlined by the Fair Work Ombudsman and discuss any expectations around out of hours contact (if any) with employees

## References

Brook RED Employee Leave Policy and Procedure

Brook RED Line Management and Practice Supervision Guidelines

Fair Work Ombudsman website – 'Right to disconnect' page

# Employee Health and Wellbeing Policy

## Document Control and Record of Changes

Version	Effective Date	Approved by	Summary of Change	Date of Next Review
Version 01	January 2017	Eschleigh Balzamo	Introduction of new policy	-
Version 02	April 2017	Eschleigh Balzamo	Change of format	January 2018
Version 03	May 2017	Eschleigh Balzamo	Change to version control	January 2018
Version 04	September 2019	Eschleigh Balzamo	Review and update	January 2021
Version 05	June 2021	Eschleigh Balzamo	Review and update	June 2023
Version 06	February 2022	Eschleigh Balzamo	Review and update	June 2023
Version 07	August 2023	Eschleigh Balzamo	Review and update	August 2024
Version 08	August 2024	Eschleigh Balzamo	Review and update	August 2025
Version 09	September 2025	Blake Barber	Review and update	September 2026

The General Manager has overall responsibility for this policy. If there are any questions regarding this policy, please direct these to the Business Services Manager or General Manager.