



Employee Health and Wellness Policy

Policy Reference	PC-09
Effective Date	31/01/24
Updated	
Version	1.0

1 Policy

CPL Group is committed to supporting the health and wellness of its employees through prioritizing mental health, promoting a work life balance, nurturing physical wellbeing, and fostering a positive workplace culture.

2 Purpose

The purpose of this policy is to ensure that our employees have;

- Sufficient time off for rest and relaxation.
- Support in Health and Wellbeing.
- Less burnout.
- Less absenteeism.
- High productivity and engagement.
- Improved morale and working relationships.
- Decreased stress levels.

Also, as a tool for recruitment to attract and retain employees.

3 Scope

This policy applies to all employees regardless of their position.

4 Definitions

4.1 What is mental health?

Mental health is a state of mind characterized by emotional well-being, good behavioral adjustment, relative freedom from anxiety and disabling symptoms, and a capacity to establish constructive relationships and cope with the ordinary demands and stresses of life. (APA Dictionary of Psychology (2024) [Mental health \(apa.org\)](https://www.apa.org))

4.2 What is work life balance?

Work life balance is maintaining a harmonious relationship between your work and personal life.

5 Programs

5.1 Employee Health Checks

Two health checks carried out each year for employees. Dates will be communicated by the People & Culture Team at the beginning of each year.

These checks include.

- Blood pressure
- Sugar levels
- BMI





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5.2 Annual Employee Sports Activity Clubs

The company sponsors corporate sports programs for employees to participate in to encourage inter team bonding and physical wellness. This is coordinated by the People & Culture Team each year. Employees are also encouraged to provide suggestions of sporting activities they would like to participate in.

The sports programs sponsored are as below.

- Netball
- Hockey
- Volleyball
- Futsal
- Other sports

5.3 Quarterly CPL Walkabout

CPL hosts a quarterly walk for employees to participate in.

5.4 Counselling

Employee counselling sessions are provided for any employee that requires it. Employees are encouraged to reach out to the People & Culture Team for assistance.

5.5 Core Working Hours

To encourage work life balance.

- 5.5.1 Standard working hours must be maintained. There is an exception of 5 hours overtime per week where necessary.
- 5.5.2 Any requirements for overtime must be approved by respective managers.
- 5.5.3 The Support Office will close at 6pm every weekday and 1pm on Saturdays.
- 5.5.4 Managers will be assessed on the productivity of their teams.

While flexibility is encouraged at certain times the nature of our business requires us to be onsite during our core working hours as follows.

- 5.5.5 For Operations teams: Per the scheduled rosters.
- 5.5.6 For Support Office teams: 8am to 5pm.

Employees are expected to be available for meetings and collaborations during these times.

6 Time Management

To foster productivity employees are encouraged to make effective use of our time in the office and shops. This further means that all tasks are to be completed as planned for the day. A consistent failure to complete daily tasks on time will result in a performance review and disciplinary action leading up to termination of employment.





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7 Communication and Expectations

Employees are encouraged to establish clear communication boundaries to maintain a healthy separation between work and personal life. Managers and team members should respect and support each other's designated time off.

- a. Managers must provide clear communication of expectations regarding workload and deadlines.
- b. Encouragement of open communication between employees and supervisors regarding work-related concerns.

8 Performance Evaluation

Employee performance will be evaluated based on results and contributions rather than strictly on the number of hours worked.

Managers are encouraged to focus on outcomes and the achievement of goals.

CPL is dedicated to fostering a work environment that values and respects the well-being of its employees. This policy is subject to periodic review and updates, and any changes will be communicated to all employees.

Issued By	Reviewed by and Approved By
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31/1/24	31/1/2024

