

# Wellbeing Manifesto

## Background:

Wellbeing in the workplace is getting greater traction as a motivator for improved performance and productivity, as well as an overall contributor to physical and mental health. CTC also recognises it has a leadership role in advocating best practice and innovation in wellbeing and being an example for tenants on the precinct as well as to our stakeholders. This document outlines CTC's approach to delivering wellbeing on our precinct to both our staff and also to tenants.

## Leave:

Taking regular leave is paramount to health and safety as well as wellbeing. CTC has a separate policy that spells out in detail the leave that CTC staff are allowed to take. In summary leave is as per the statutory requirements except in addition CTC provides:

- Two days additional well-being leave per annum (non-cumulative);
- Two days leave to work for a registered charity (volunteer leave) per annum (non-cumulative);
- One day at CEO discretion to be taken on a specific date nominated by the CEO in the post-Christmas day week known as 'underpants day'.

## Breaks:

We recognise the fact that regular breaks outside of lunch can be beneficial to workplace productivity as well as refreshing you physically and mentally.

- For those mothers with a child who is breast-feeding they may breastfeed or express milk on CTC time either in the workplace or designated Breast Feeding Room;
- A sleep break of up to 20 minutes duration per day may be taken in the 5Rs Room (time taken must be made up by the end of week); and
- 10 minute meditation break per day (able to be taken on CTC time).

## Wellbeing Library:

CTC maintains a Wellbeing Library (books and magazines) in the 5Rs Room.

## 5Rs Room:

CTC provides a room where research, reading, rest and quiet reflection can take place. This doubles as a meditation room, contains our Wellbeing Library and rest zone. A microphone and earphones have recently been added to enable CTC and tenant staff to record Podcasts. If CTC staff would wish to see a particular book or journal included in the library they should advise the CEO.

## Altruism:

The links between altruism and well-being are now well established. Where CTC staff donate to a charity CTC will match that to a ceiling of \$300 per staff member per annum and a whole of precinct ceiling of \$3,000 per annum. The proceeds from CTC vending will be paid in its entirety to a nominated charity.

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## **Biophilia:**

The basis of Biophilia is that humans have an affinity to the natural world. Exposure to views and images can help recovery time from illness and boost positive feelings and reduce negative ones. CTC endeavours to provide an aspect allowing staff to see the outside world. In addition, the use of plants improves air quality as well as aesthetics and provides a contact with nature directly in the workplace.

## **Positive Imagery:**

Science shows that being surrounded by images that are both positive and meaningful have a positive impact on wellbeing and happiness creating an ideal environment for fostering positive mindsets. To this end CTC encourages its staff to bring in a digital photo which will be made into wall-art at CTC's expense to make the positive connection. These will be refreshed every 18 months if the staff member wishes and replaced when the staff member leaves (they make take the wall art with them).

## **Workplace Safety and Rest Self-Reporting and Support:**

CTC staff are encouraged and expected to report circumstances that may mean they are likely to perform in a sub-optimal manner on any particular day including lack of sleep. In such circumstances fellow staff can ensure they 'look out' for their colleagues and can build this knowledge into any particular risk assessments being undertaken. Such provision of information about the self-reporting of potential sub optimal performance is done within a 'no-blame' environment.

## **Stress, Addiction and Psychological Support Services:**

CTC provides an Employee Assistance Program (EAP) for use by CTC staff members and their immediate family. This cost is met by CTC for up to 3 consultations per year.

## **Business Travel:**

Should an early start be required, i.e. before 8.30 am, then CTC may pay for flights the night before and associated accommodation. Should CTC staff wish to continue the booking after the completion day of their work stay they may do so but will be required to pay for the additional cost of the room and associated room costs thereafter.

## **Lifestyle Bonus:**

Having a good work-life balance is essential to physical and mental wellbeing. The provision of a workplace 'bonus' worth \$500 per annum is one way that CTC advocates creating a healthy balance. The actual policy is articulated more fully elsewhere, but in summary CTC will reimburse up to half of an expenditure to the staff member. The item cannot be a purchase of an enduring nature except where it meets the criteria of Self-Monitoring and Healthy Sleep.

## **Self-Monitoring:**

As part of the Lifestyle Bonus, CTC will reimburse up to half of the cost of technology that assists in the self-monitoring of physical health e.g. Fitbit or similar wearable device.

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## Healthy Sleep Policy:

CTC provides all staff with an iTunes card annually to the value of \$50 which can be used for downloading apps that assist with monitoring sleep behaviour and other activities such as caffeine and alcohol intakes, exercise and eating habits etc.

CTC also provides an area where CTC staff can take a Nano Nap of no more than 20 minutes per day (refer Breaks section, note that other conditions apply).

## Gymnasium and Associated Facilities:

CTC subsidises the cost of initial assessment and on-going gymnasium membership at our precinct gymnasium – Build Fitness. This is currently set at 100%. CTC staff have 24/7 access to Build Fitness Gym. In addition, CTC provides shower facilities, lockers and outdoor drying area to make attendance at the gymnasium easier. Bike racks are also provided for those wishing to ride to work.

## Nutrition:

Mindful of the role of diet in overall physical and mental wellbeing CTC provides at its own cost an annual Nutrition challenge that is also made available to CTC tenants. In addition CTC will pay for one full consultation with a nutritionist every year. This will be provided by CTC's designated nutritionist. The nutrition challenge may have an associated prize.

CTC also covers the cost of providing nutrition information in the CTC Café to enable CTC staff, tenants and visitors to make healthier food choices. The nutritional information is updated annually.

## Organisational Transparency:

Being transparent in the way the organisation is managed is another means whereby stress in the workplace is lowered and a more positive climate can prevail. CTC is committed to working towards becoming a JUST<sup>1</sup> organisation with respect to how we conduct our business.

## Equity:

Staff are more comfortable in an organisation that operates in a fair and equitable manner. To this end CTC is committed to working towards certification or certification equivalency of the Employer of Choice for Gender Equity from the Workplace Gender Equity Agency.

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<sup>1</sup> JUST is administered by the International Living Future Institute. It is not a certification program, it is a transparency platform for organizations to disclose their operations, including how they treat their employees and where they make financial and community investments. JUST is a nutrition label for socially just and equitable organizations.

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## **Annual Health Tests:**

CTC will reimburse the cost of an annual wellness test at the staff members local GP up to a ceiling of \$250 annually. CTC will also pay for annual influenza injections that are delivered onsite by CTC's provider as well as skin tests, hearing tests and ergonomic testing.

## **Bioscan:**

CTC staff can participate in the Bioscan service to monitor their physical fitness progress associated with the use of the Gymnasium. The Bioscan is conducted every quarter and paid for by CTC.

## **BP Monitoring:**

Staff and CTC tenants may have their BP monitored upon request. On Fridays CTC provides this service which is conducted using CTC's automated BP equipment.

## **Smoking Cessation:**

CTC will discuss individual support on a case by case basis for any staff members who smoke and are committed to joining a smoking cessation program.

## **Mindfulness:**

CTC staff are provided with the opportunity to learn mindfulness. Meditation training will be provided to all staff and they may wish to supplement this and attend more formal lessons, the reasonable cost of which will be met by CTC. Those using the 4Rs room for meditation may take up to ten minutes break without the need to pay back this time.

## **Emotional Intelligence:**

Each CTC staff member is provided in Emotional Intelligence training that assists in being more aware of their emotional wellbeing both in the workplace and beyond. CTC provides this through the Australian Institute of Management (AIM).

## **Breastfeeding Room:**

CTC maintains a nationally accredited breastfeeding room on the Precinct. Refer to our policy on breaks. Nursing or expressing mothers may access this room upon request. CTC staff may take nursing breaks without having to make up this time (reasonable use standards apply).

## **First Aid Room and Defibrillators:**

CTC maintains a fully equipped First Aid Room (in line with the Code of Practice). CTC also provides two AED defibrillators on the Precinct located in the CTC Precinct Management office and the Gym.