

EMPLOYEE WELL BEING POLICY



1.0 KEY POLICY

At City West Water, employee well being encompasses the health and safety of our employees at work and promoting employee work life balance so our employees are able to fulfil work and lifestyle responsibilities efficiently and effectively. Employee Well Being is considered an important initiative at City West Water and is linked to our social strategic objectives:

*People – For Today and Tomorrow,
Right people – right jobs – right outcomes, and
Absolute safety.*

City West Water will develop and maintain policies and procedures, conditions of employment, and a range of relevant programs which enable managers and employees to balance operational requirements with employee personal needs and obligations, consistent with City West Water's vision, mission, values and strategic objectives.

2.0 OBJECTIVES

City West Water aims to achieve:

- A positive and engaging work environment for employees
- Clear policies related to employee well being
- Fair conditions of employment related to employee well being
- Employee physical and psychological well being at work consistent with the OH&S Act
- A positive reputation as an employer of choice
- Efficient achievement of City West Water's annual corporate plan.

3.0 SCOPE

The objectives, processes and responsibilities outlined in this policy apply to all City West Water employees.

4.0 CONTRIBUTING PROGRAMS AND CONDITIONS

4.1 WORK LIFE BALANCE

The City West Water Work Life Balance Kit details a range of:

- leave options
- flexible work arrangements
- other employee benefits,

that are designed to enable employees to achieve work life balance in their lives.

The Kit is reviewed at least every 2 years by the People Strategy and Development section, including feedback from employees and/or their representatives on the contents, processes and any suggested contemporary initiatives which promote employee well being and business performance.

4.2 COLLECTIVE AGREEMENT CONDITIONS OF EMPLOYMENT

In the City West Water Collective Agreement, key elements of the Charter of the Consultative Committee are to actively represent and act in the best interests and well being of all employees, and to address issues including work life balance opportunities, options and employee related policies.

The City West Water Collective Agreement is the core company conditions of employment document and is to include entitlements which support employee well being such as:

- Hours of work, breaks and overtime
- Types of leave, including personal, parental, carer and community responsibilities.

4.3 WELL BEING PROGRAMS

City West Water will develop and maintain programs and activities to promote the well being of its employees, consistent with this policy and its key objectives, such as:

- Employee Assistance Program
- Corporate Health Program
- Education programs, including diversity and stress management.

5.0 RESPONSIBILITIES

5.1 CITY WEST WATER'S RESPONSIBILITIES

City West Water will:

- Develop policies, procedures and initiatives consistent with this Employee Well Being Policy;
- Regularly review Work Life Balance Kit options and benefits, Collective Agreement conditions of employment and well being programs and activities;
- Report on the status of employee well being in the business, including performance, activities, initiatives and opportunities; and
- Consider the requests and suggestions of employees and Employee Support Officers and the Consultative Committee as employee representatives.

5.2 MANAGERS' AND SUPERVISORS' RESPONSIBILITIES

All City West Water Managers and Supervisors are responsible for:

- Fair decision making which takes account of employee well being as well as operational business requirements;
- Acting consistently with policies, procedures, programs and activities which support employee well being;
- Supporting the implementation of City West Water well being programs and activities, including enabling reasonable employee access to programs and benefits; and
- Contributing to a positive environment.

5.3 EMPLOYEES' RESPONSIBILITIES

All City West Water employees are responsible for:

- Taking responsibility for their own well being at work;
- Acting consistently with policies, procedures, programs and activities which support employee well being;
- Supporting City West Water well being policies and programs; and
- Contributing to a positive environment.

6.0 RELATED POLICIES AND DOCUMENTS

Related City West Water policies include:

OH&S Policies
Drug and Alcohol Policy
EEO, Discrimination, Harassment and Bullying Policy

Related documents:

City West Water Work Life Balance Kit
City West Water Collective Agreement 2006
Occupational Health and Safety Act 2004