



# Workplace Wellbeing Policy Development Guidelines

A policy is a plan, course, or method of action that has been deliberately chosen and that guides or influences future decisions of your workplace. Health and wellbeing policies show commitment to building an organisational culture that supports employee health and wellbeing. In terms of promoting health and wellbeing, policies should make it easier to choose healthier options and difficult to choose less health ones.

This document provides guidelines to assist in the development of a workplace health and wellbeing policy. It can be used to support the development of an over-arching 'health and wellbeing policy', of specific health priority area policies e.g. 'physical activity policy', or specific strategies e.g. 'vending machine policy'. As each workplace is unique, this document is intended as guidance only and should be adapted to meet your organisations own individual needs.

## Key Process

1. Gain senior management support and commitment – the WorkWell working group will already have senior management support and commitment and therefore this group could be responsible for the communication.
2. Develop and agree through consultation; The policy should be established in consultation with the people who enact the policy (e.g. in terms of healthy eating – vendors, food service providers, caterers) and those affected by the decisions (e.g. employees). The WorkWell working group could be responsible for consulting with all relevant parties and developing a draft policy based on identified needs.
3. It is recommended that you consult relevant legislation, regulations and guidelines to ensure you are following best practice.
4. The policy should be in written form to remove any ambiguity. It should be written in a concise and understandable format with any definitions explained. The format should be in line with other policies and procedures e.g. sickness absence procedures, health and safety policy.
5. All employees should receive a copy of the policy or have access to a copy with details of how to obtain further information or support if required.
6. If necessary, training should be provided to relevant individuals (e.g. managers) on how to implement and manage the policy. This could include practical operational details, how to handle conflict and how to monitor the policy.
7. The policy should be monitored and reviewed on a regular basis. Six months from implementation and annually thereafter is a good guide.