



# PEOPLE POLICY:

## Wellness



RESPECT, CARE  
AND DELIVER |

2021

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## PREAMBLE

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Implats is committed to ensuring that its workforce is productive, healthy and happy. The Company understand that both personal and work related problems can have a negative impact on its staff, and that this can result in reduced productivity, reduced performance and inappropriate behaviour in the workplace. Implats commits to support and promote a healthier work environment for its people through the Employee Wellness Programme (EWP) with the aim of creating a caring and supportive work environment to the benefit all employees.



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## OVERVIEW

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Implats will utilise the EWP to grow and maintain a healthy workforce and supportive work environment. The programme is designed to:

- 2.1** Promote early identification and resolution of personal and work related problems;
- 2.2** Provide confidential, professional, accessible and comprehensive EWP services, in order to increase the functioning levels of individuals, promote work satisfaction and morale, improve the quality of work, increase productivity, and build a workplace supportive climate and culture



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## DEFINITIONS

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An EWP is a coordinated and comprehensive set of health promotion and protection strategies used to promote health and wellness within the organisation. Wellness programmes help employees make smart and healthy choices that can reduce health care costs and reduce absenteeism.

The Employee Assistance Programme (EAP) supports employees and their families when they experience personal and work-related problems which may have

an effect on the occupational functioning of the employee. This service will be offered through an independent service provider.

A Site Wellness Committee (SWC) will be established at each of the operations of the Company to review, discuss and devise strategic preventative initiatives around employee wellness taking into consideration the input of the EAP service provider results.

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## SCOPE

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The following individuals are entitled to use the EWP:

- 4.1** All full-time employees of Implats, and their household family members.
- 4.2** Household members include an employee's spouse, dependent children and other family members.



## POLICY PRINCIPLES

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Implats will provide on-going education and training to ensure that managers, employees and all other relevant stakeholders understand and adhere to the following:

### 5.1 Accessibility

The EWP is available to all employees and the EAP also includes family members as defined in the Policy. The services can be accessed in the following ways:

- On site referrals by line management
- Telephone call centres
- Third party referrals – e.g. Medical personnel
- Self-referral

### 5.2 Cost

The use of the EWP, including the EAP is free for all employees and their family members.

### 5.3 Confidentiality

All information shared with the EWP is confidential. No information shall be shared with any third party except in exceptional circumstances. For example, where an employee gives consent, when there is a legal requirement for disclosure or where there is a threat to a person's life or safety.

### 5.4 Voluntary Basis

Participation in the EWP and EAP is voluntary, even if the employee is referred by management. No manager, supervisor, or other person may overtly or covertly coerce or pressure an individual to participate in the wellness activities or make use of the EAP service.

### 5.5 Job Security, Promotion, Performance, Disciplinary processes and Leave

The decision to seek or accept assistance through the EWP will not interfere with the Company's procedures governing the above mentioned activities.



## WELLNESS SERVICES

### 6.1 Healthy Lifestyle

- Manage stress
- Maintain healthy weight
- Minimise opportunities for developing any lifestyle diseases
- Manage and control chronic conditions
- Improve physical strength and stamina
- Debt counselling
- Substance abuse and treatment

### 6.2 Psychosomatic support

- Face-to-face counselling by a registered professional
- Telephonic financial and legal advice
- Trauma counselling

This list isn't exhaustive. Implats aims to promote every outcome that will make employees healthier. Some training or courses aim to prevent occupational accidents and promote the correct use of equipment and material on the job. These fall under the purview of the Company's workplace health and safety policy.



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## ROLES AND RESPONSIBILITIES

### 7.1 The Manager/Supervisor

- Managers/Supervisors are responsible for the effective implementation of this Policy and will provide an enabling environment and support to all employees;
- Managers are expected to address work performance problems through normal human resource and company policies and procedures.
- Managers may not request the employee to divulge the nature of the problem when requesting leave or time off for an appointment with the EWP. If necessary, the employee can provide proof of attendance through the EWP.

### 7.2 The Employee

- It is the responsibility of the employee to maintain satisfactory job performance. In the event that personal problems cause deterioration of work performance, the employee has a responsibility to obtain the necessary help to bring job performance up to an acceptable level. The EWP is a means to obtain this help.
- Employees are assured that personal information concerning employee participation in the EWP is managed in a confidential manner. No information related to an employee's

participation in the programme is entered into the individual's personnel file.

### 7.3 The Human Resource Department

- Develop action plans for the implementation and acceptance of the programmes throughout the organisation.
- Ensure continued promotion and awareness of the EWP within the Company and capacitate line managers in understanding the value of the EWP in bolstering employee relations.
- Assist the EAP Service Provider in the positioning of the programme within the Company in order to optimise its benefit
- Ensure that the EWP remains dynamic, continues to meet the diverse needs of the employees within all divisions, and meets the changing needs of the Company through continued monitoring and evaluation of the programme.
- Analyse and implement recommendations from the EAP service provider with the assistance of the SWC.
- Distribute findings and trends to assist line management in managing wellness issues related to the specific work environment.

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## REVIEW

This policy document will be reviewed as and when necessary.

### **CONTACT DETAILS**

For further information visit Implats' corporate website:

**[www.implats.co.za](http://www.implats.co.za)**

### **HEAD OFFICE**

2 Fricker Road, Illovo, 2196  
Private Bag X18, Northlands, 2116

Tel: +27 (11) 731 9000

E-mail: [investor@implats.co.za](mailto:investor@implats.co.za)

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