**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, and should be referenced in conjunction with the [Staff Handbook.](file:///G:\1.%20CLOUD%20FOLDERS\Human%20Resources%20(shared)-C\1.%20Human%20Resources_Controlled%20Docs\FOR-COM-226%20Staff%20Handbook.pdf)

**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. Books can be borrowed from the library provided this is noted in the log in the 5Rs Room.

**Altruism:**

The links between altruism and well-being are now well established. The proceeds from CTC vending may be paid to a nominated charity from time to time.

**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.

**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. CTC may provide a workplace ‘bonus’ worth $700 per annum (when economic circumstances permit) 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.

**Healthy Sleep Policy:**

CTC 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 and use the end of journey facilities.

**Nutrition:**

CTC will pay for one full consultation with its nutritionist every year. This will be provided by CTC’s designated nutritionist.

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 from time to time.

**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. At the foundation of this is psychological safety which is what CTC endeavours to work towards and maintain.

**Equity:**

Staff are more comfortable in an organisation that operates in a fair and equitable manner. To this end superannuation is paid differentially between female and male staff recognising that in general female staff are under-superannuated at retirement age when compared to their male colleagues.

**Social Isolation:**

The health benefits of social connection are well documented. With this in mind CTC allows staff to take two days leave per year to volunteer for a registered pre-approved charity where they are doping volunteers work. This also helps to build social connection, particularly before retirement.

**Leave:**

Spending time away from work is important to stay fresh and focused. CTC has generous leave including well-being days. There is further detail on this in the Staff Handbook.

**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 approved on site skin tests, hearing tests and ergonomic testing.

**Bioscan:**

CTC may participate in the Bioscan service to monitor their physical fitness progress associated with the use of the Gymnasium. The Bioscan is conducted from time to time as financial circumstances permit.

**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. Those using the 5Rs room for meditation may take up to ten minutes break without the need to pay back this time.

**Emotional Intelligence:**

Each CTC staff member can be provided with 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). In some cases where it is especially important for the role then the staff member will be required to attend at CTC’s cost.

**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 three AED defibrillators on the Precinct located in the CTC Precinct Management office, Gym and Entry 6 (Building 4 amenity).