

Health and Wellbeing Policy

Purpose

At Pandanus Workforce, we believe that the health, safety, and wellbeing of our employees is the foundation for personal fulfilment, professional success, and sustainable business growth. This policy outlines our commitment to supporting the physical, mental, and emotional wellbeing of all employees, both in the workplace and beyond.

Scope

This policy applies to all employees, contractors, and casual staff engaged by Pandanus Workforce, regardless of location or work arrangement.

Our Commitment

We are committed to:

- Providing a safe, healthy, and respectful workplace for all team members.
- Encouraging proactive management of health and wellbeing, both inside and outside of work.
- Offering resources, programs, and support that help employees maintain and improve their physical and mental health.
- Reducing workplace risks that could negatively impact wellbeing.

Health and Wellbeing Principles

1. Workplace Safety

- Comply with all relevant workplace health and safety legislation.
- Conduct regular risk assessments to identify and address hazards.
- Provide training, resources, and equipment to ensure safe work practices.

2. Physical Wellbeing

- Promote healthy work practices, including safe manual handling, ergonomic workstations, and regular rest breaks.
- Offer access to wellness services
- Encourage participation in physical activity, both individually and through company initiatives.

3. Mental and Emotional Wellbeing

- Foster a supportive culture where mental health is valued and respected.
- Provide confidential access to Employee Assistance Programs (EAP) or equivalent mental health support.
- Train managers and team leaders to recognise early signs of stress, burnout, or mental health concerns.

4. Work-Life Balance

- Promote flexible work arrangements where operationally possible.
- Encourage employees to take annual leave and rest days to recharge.
- Support employees in setting healthy boundaries between work and personal life.

5. Respect and Inclusion

- Maintain a workplace free from bullying, harassment, and discrimination.
- Recognise and respect cultural diversity and individual needs.
- Encourage open, honest, and respectful communication.

Employee Responsibilities

Employees are encouraged to:

- Take reasonable care for their own health and safety, and that of their colleagues.
- Use the resources and support available to maintain their wellbeing.
- Report hazards, risks, or incidents promptly.
- Participate in health and wellbeing initiatives where possible.

Monitoring and Review

This policy will be reviewed annually to ensure it remains relevant, effective, and aligned with best practice and legal requirements. Feedback from employees is welcomed and encouraged to continually improve our approach to health and wellbeing.



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Managing Director