



COMMUNITY
BROKER
NETWORK

Wellbeing Policy

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Wellbeing at CBN

At CBN, we are committed to ensuring our employees are provided with a working environment that helps them to learn, grow and achieve.

This policy applies to all CBN employees.

NUTRITION

CBN encourages all employees to maintain a healthy diet. We understand that in today's busy work and battling the morning commute it can be hard to find time for breakfast. To support this, CBN provides a selection of seasonal fruits, breads & condiments, and a rotation of cereals and nuts in our Melbourne and Perth offices.

Related resources for you reference:

<https://www.nutritionaustralia.org/>
<https://daa.asn.au/smart-eating-for-you/>
<https://www.eatforhealth.gov.au/>

Health & Wellbeing Allowance

For each financial year CBN will contribute up to \$150 to eligible employees to engage in a health and wellbeing program or activity of their choice.

Examples of programs or activities include:

- Gym membership
- Fitness programs
- Competitions or event entry
- Weight loss programs eg. Light & Easy
- Fitness classes eg. Yoga, pilates
- Physiotherapy/remedial massages
- Quit smoking programs

Employees may also wish to purchase equipment or apparel such as:

- Running shoes
- Fitbit or other activity tracking device
- Sports racquet (eg. tennis, badminton)
- Bicycle safety equipment
- Swimming accessories (eg. caps goggles)

The above lists are not exhaustive and other activities and equipment will be considered however the HR team must be satisfied that the expense is genuinely related to a health and wellbeing initiative for the employee and reserves the right to deny reimbursement. Please seek clarification from the HR team prior to completing your purchase if you have any uncertainty regarding eligibility.

Employees who have passed probation are eligible to make one claim per financial year. A second or subsequent claim in a year will not be accepted even if the total expense claim does not exceed \$150. The expense must be claimed in the same financial year.



HOW TO CLAIM

Email a copy of your receipt to HR@cbnet.com.au. If not evident in the receipt, please provide a short description of the related health & wellbeing initiative in your email, the HR team will review your claim and it approved reply with confirmation. Please submit your claim to finance for reimbursement following receiving confirmation.

Employee Assistance Program

CBN provides access to a number of services via our partnership with Access EAP. All employees and members of their family have access to counselling services assisting with:

- Personal issues
- Work / life effectiveness
- Improving relationships
- Interpersonal conflict
- Working relationships
- Life goals
- Gambling and addiction
- Trauma, grief and loss
- Depression and anxiety
- Aboriginal and Torres Strait Islander support
- Financial and legal concerns
- Positive parenting
- Communication skills
- LGBTIQ support
- Drug, alcohol and substance abuse

Employees may wish to access the counselling sessions for work or personal reasons such as:

- Stress, anxiety and depression
- Work life balance
- Relationships
- Conflict
- Goal setting and career planning
- Smoking and alcohol management
- Family and parenting

Employees are encouraged to take a proactive approach and reach out to Access EAP for wellbeing coaching which is designed to assist employees to develop strategies and behaviours to help deal with difficult situations. Employees are also encouraged to speak to their manager or the HR Business Partner for assistance.

Mental Health Days

CBN recognises in today's VUCA (Volatile, Uncertain, Complex and Ambiguous) world, we can be overwhelmed at times. We understand that everyone will have different stressors in their professional and/or personal life from time to time, so to ensure our employees are performing at their optimum, CBN offers two Mental Health Days per financial year to all employees. This leave will be a separate leave entitlement to personal leave, for more information, please refer to CBN's Leave Policy.

CBN places great importance on the wellbeing of employees and strongly recommend you take advantage of the EAP services available to you if you are struggling to cope.



Alternatively, please reach out to the HR Business Partner and we will work with your manager to support you and navigate through this with respect, empathy and responsibility.

Flexible Work

CBN understand the importance of balanced life for our employees' wellbeing and as such a variety of flexible work options are supported and encouraged. Please refer to the Flexible Working Policy for more information.

BREAKS

All employees are encouraged to leave the office (or their workspace at home) and take their lunch breaks. Whilst it may be tempting to work through lunch or eat at your desk during busy periods, this is not encouraged. Taking a lunch break is important for a number of reasons, including:

- Giving your mind and body a valuable and well-earned rest;
- You are more likely to eat a healthy lunch;
- You will get some fresh air and natural light;
- It will get your steps up;
- It will help stave off the 3pm slump and the afternoon productivity levels will be increased.

Using your lunch break to complete personal errands or to catch up with friends is important for maintain a healthy balance between work and personal life.

Wellness room

The Melbourne and Perth offices provides a Wellness Room to support the wellness and parenting needs of employees.

The rooms (also meeting rooms) are labelled with a sign and they are available for use on a first in first serve basis. If these rooms have been booked for meetings and is required to be used for a wellness reason, the wellness will take priority and the meeting will need to move to another location.

Employees may wish to make use of the wellness room for the following reasons:

- Expressing breast milk or breast feeding
- Administering medication
- Being treated by a first aid officer
- Taking a short break if feeling unwell such as with a headache
- Taking a short time out to practice deep breathing or mindfulness
- To call EAP

The Wellness Room is not intended to be used by employees with serious illnesses such as the flu or other transmittable viruses. Employees who are unwell should stay home and seek medical care.

If feeling unwell please advise a manager or first aid officer prior to entering the Wellness Room.

Please do not leave personal belongings in the room and a first aid officer as soon as possible if the room requires attention.



Ergonomics

While we are at work we spend a significant amount of time seated at our desks. Being sedentary for long periods and not sitting in an ergonomically sound position has several negative outcomes that can include:

- Poor posture
- Back pain
- Neck pain
- Should pain
- Wrist pain
- Headaches

Employees are encouraged to focus on their physical wellbeing at work by considering the following:

- Take regular breaks away from the desk
- When in the office, go for a walk to talk to a colleague rather than sending an email
- At least once an hour, stand up and stretch. There are also stretches you can do while seated
- Instead of meeting in a meeting room, go for a walk around the block

With flexible work being increasingly engaged in, paying attention to your work setup needs to be focused on outside of the workplace as well. If working remotely (at home, at a café, on the plane), please continue to practice good habits with respect to your physical wellbeing.

FITNESS

CBN will occasionally arrange for interested employees to participate in a sporting/fitness event or initiatives. Such events are designed If you have any ideas for an event, please speak to the HR team.

MORE INFORMATION

Related Policies	<ul style="list-style-type: none">• Flexible Working Policy• Leave Policy• WHS Policy
Tools	<ul style="list-style-type: none">• Working from home self-assessment



DOCUMENT CONTROL

Document owner	Date	Revised by	Changes made	Version	Next Revision
Human Resources	July 2020	Olivia Chan	Policy Creation	1.0	July 2021

DISCLAIMER

CBN Management will review all policies periodically and as required. CBN Management may, in its discretion, adjust or exclude a specific requirement of this policy from time to time, either generally or on a case by case basis. This policy may be amended, ceased, or replaced by management.