



People and Culture Policy

PC220 - Mental Health and Wellbeing Policy

1. Purpose

Oxfam Australia believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

The purpose of this policy is for Oxfam Australia to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

2. Scope

This policy applies to all employees of Oxfam Australia, Oxfam Australia Trading, and including contractors, volunteers and interns.

3. Policy Statement

At Oxfam we are committed to provide a positive mental health organisation for our people. We act on our responsibilities to identify and remove potential and recognised risk to a health and safe workplace.

We support our employees to improve their overall physical, mental and emotional wellbeing and we have developed a health and wellbeing program that seeks to

- Gain an improved understanding of workplace issues that may impact upon the health and wellbeing of employees.
- Build the knowledge, skills and ability of employees to take control over their personal wellbeing by helping them to become actively involved in improving their personal health.
- Develop a partnership between Oxfam and our employees that will improve the health and wellbeing of all employees.
- Create a healthy working environment that leads to employee job satisfaction, morale, and generally contributes towards a more effective organisation.
- Ensure that risk to the health and safety of employees is not increased as a result of fatigue, psychological stress, illness or the use of medication, illicit drugs or alcohol.

4. Responsibilities

All employees are encouraged to;

- Understand this policy and seek clarification from management where required
- Consider this policy while completing work-related duties and at any time while representing Oxfam Australia
- Support fellow workers in their awareness of this policy.
- Support and contribute to Oxfam Australia's aim of providing a mentally healthy and supportive environment for all workers.



All employees have a responsibility to;

- Take reasonable care of their own mental and physical health and wellbeing.
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Managers have a responsibility to:

- Ensure that all workers are aware of and understand this policy.
- Actively support and contribute to the implementation of this policy and its goals.
- Manage the implementation and review of this policy.

5. Information about this policy

PC220 – Mental Health and Wellbeing Policy		Effective	April 2018
Supersedes	Psychosocial Health & Wellbeing	Next Review	April 2020
Policy Owner	P&C Associate Director	Approved by	Tony McKimmie Chief Operating Officer
Pages	2		