

WORKING ENVIRONMENT

Principles of Employee Well Being

1. Employee well being:
 - Recognises the need to create and maintain a healthy work environment that guarantees the health, happiness and general well being of employees in order to maximise their full potential and ensure success in meeting the goals of the organisation.
 - Understands general well being to mean a healthy balance of the mind, body and spirit that results in an overall feeling of well-being. It requires that the individual maintain a continuum of balance and purposeful direction within the environment where s/he is functioning. It is not simply the absence of illness, but an improved quality of life resulting from enhanced physical, mental, and spiritual health. Being well combines health and happiness.
 - Seeks to create a working environment where the individual's aspirations in relation to their well being is realised. While GL will not assume ultimate responsibility for the employee to ensure optimal well being as this is up to the individual, it recognises the determinants of well being to include: a feeling of control of destiny, health practices, spirituality, family, environment, work, money and security, health services, social support and leisure.
 - Is guided by the principle that employees are one of the greatest assets an organisation can have, therefore the good health of the organisation depends on the good health of its staff.

The Well Being Committee

2. GL shall run an Employee Well being Programme to help create and maintain a healthy and balanced team. The Well being Programme is coordinated by the HRA assisted by a well being committee.
3. The Well Being Committee is responsible for:
 - Assessing the overall well being of staff and of the team using such instruments and outside HR support as may be useful in conducting such assessments.
 - Conducting periodic needs assessments; devising annual programmes for fostering individual and team well being and an annual budget for approval by the CEO.
 - Ensuring that birthdays and special days are celebrated.
 - Organising periodic staff outings.
 - Organising staff induction and orientation.
 - Helping new staff/interns/consultants to settle in and feel at home.
 - Getting suggestions from staff, including those in Satellite Offices and Project Sites, and incorporating these into the well being programme.

Well being policy review

4. The following shall apply:
 - The well being programme shall report to the annual Board meeting of GL.

- The policy may be appraised in between Board meetings and amendments adopted by Exco.

Health and safety

5. The Board and CEO shall be responsible for ensuring that all working environments comply with the Occupational Health and Safety Act 1993 relevant Public Service Regulations on health and safety.

Noise

6. The playing of CDs on computer, radios, TV etc while working is not permitted. Should staff wish to listen to music, news etc they must obtain headphones at their own cost for doing so provided that this does not disturb others in the office and does not detract from the staff member's work.
7. When transcribing tapes, playing videos etc for work purposes staff should use headphones provided by GL or find a space not likely to disturb others.
8. When staff are having meetings, engaging in long phone conversations etc they should close their office doors and speak in moderated tones.
9. Conversations should be held in public spaces such as the board room, kitchen and outside; NOT in the corridor that all office doors lead into.

Cleanliness and tidiness

10. It is the responsibility of all staff members to keep their work spaces clean and tidy so that the office assistants and cleaners can clean properly.
11. All staff members are responsible for keeping clean and tidy shared spaces that they use from time to time. These include the resource centre; kitchen; bathrooms; publications shelf; library and stationary cupboards. Under no circumstances shall public spaces be used for temporary storage of any items that do not belong in these rooms (for example publications).
12. While the housekeeper will wash tea and coffee cups at the end of each day, and lunch plates during workshops, individual staff members must wash their own plates and cutlery used for lunch.
13. There is a refrigerator for common use. Staff shall ensure that only fresh foods are stored in the refrigerator and that each does not take up an excessive amount of space. At the end of each week the housekeeper shall clear all old food from the refrigerator. It is the responsibility of all staff to remove any food they do not want disposed of in this way.