



Institute
for Education

Health and Wellbeing Policy for Staff

Version 1.2

Policy Author	Anthony Satariano	Designation	Head QA	Dept.	QA Dept.
Policy Reviewer	Joanne Grima	Designation	CEO	Dept.	N/A
Policy Approver	QAC	Effective Date	23/02/2021		

1 Scope

- 1.1 This policy sets out the Institute for Education's (IfE) commitment and arrangements for securing the health and wellbeing of staff to the extent that these factors might be impacted by work for or at the IfE.
- 1.2 This policy complements and supports the implementation of other IfE's policies and procedures including but not limited to: [Leave](#); [Health and Safety](#) and other related policies.

2 Policy Statement

- 2.1 The IfE recognises the protection of health and the promotion of wellbeing as important factors in sustaining attendance at work and supporting job satisfaction.
- 2.2 The IfE is committed to providing a working and living environment for its staff which minimises risk to health and promotes positive wellbeing. The IfE aims to deliver this commitment by:
 - Providing an environment in which staff who have health problems that may affect their work receive suitable support, and that reasonable steps are taken to make adjustments to their work circumstances to enable them to achieve their full potential.
 - Promoting the health and wellbeing of staff through its management policies, support services, information networks, and by means of health promotion campaigns. Providing access to specialist health and mental health support for staff and course participants.
 - Encouraging staff to declare any relevant health or wellbeing matters to enable the IfE to identify and implement appropriate measures to actively support them. The IfE will respect the confidentiality of staff making such declarations and will ensure that information is only shared where it is appropriate to do so (i.e. to support the individual or to prevent harm to the individual or to others).

3 Definitions

- 3.1 Health is defined by the World Health Organisation (WHO) as a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity.

- 3.2 Wellbeing is a state of being with others, where human needs are met, where one can act meaningfully to pursue one's goals, and where one enjoys a satisfactory quality of life.
- 3.3 Occupational Health has been jointly defined by the WHO and International Labour Organisation as being the promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations by preventing departures from health, controlling risks and the adaptation of work to people, and people to their jobs.

4 Responsibilities

4.1 The Chief Executive Officer (CEO)

The CEO has the overall day to day responsibility for health and safety matters at the IfE. The CEO delegates responsibility for undertaking aspects of these duties through Heads/Senior Managers, line managers and other identified roles. The following people are identified as having responsibilities (in addition to any other responsibilities under other [Health and Safety Policy](#)) for the management of health and wellbeing risks in those areas, and for those relevant persons, that fall under their control.

4.1.1 The Heads/Senior Managers are responsible for:

- Implementing and promoting the principles and behaviours embedded in the IfE's policies and procedures that contribute to positive staff- wellbeing;
- Implementing any management responsibilities for those teams and areas that they directly manage.

4.1.2 The Line Managers are responsible for:

- Ensuring that risk assessments include appropriate consideration of potential significant risks to health and wellbeing. Risk assessments will include consideration of any support that employees might require in emergency situations;
- Ensuring that risk assessments identify appropriate control measures to reduce risks to health and wellbeing as far as reasonably practicable;
- Monitoring direct reports' working time and encouraging them to take the rest breaks and leave that they are entitled to in the course of their employment;
- Monitoring workload to ensure allocated tasks are capable of being completed within the time and resources allocated and are within the competency of the relevant employee.

4.1.3 The Employees

Employees have general duties under the IfE's [Health and Safety Policy](#) to cooperate with the employer on matters of health and safety, for example by participating in statutory health surveillance programmes, and to protect their own health and safety and that of any other person who may be affected by their acts or omissions. Whilst this policy does not impose any additional duties on employees, they are strongly encouraged to:

- Disclose any relevant health and wellbeing information to line management to enable the IfE to identify and implement any support measures to sustain attendance and support health and wellbeing.

4.1.4 The Human Resources Manager

The Human Resources Manager is responsible for allocating resources to:

- Enable prospective employees to confidentially disclose health issues prior to taking up employment to enable reasonable adjustments to be identified and implemented prior to employment commencing. Support line managers to manage health and wellbeing issues within their teams;
- Promote employee health and wellbeing;
- Ensure competent advice is available for health and wellbeing matters.
- Consult with relevant trade union safety representatives and other stakeholders, where appropriate, on proposed action relating to staff wellbeing and the prevention of workplace ill-health.

5 Work-Life Balance Measures

5.1 Work-life balance promotes the well-being of employees which can be achieved when workers reconcile the demands of their paid employment with those related to private and family life. To this extent, the IfE has introduced family-oriented measures such as:

- Vacation Leave
- Marriage/Civil Union Leave
- Maternity Leave
- Paternity Leave
- Parental Leave
- Adoption Leave
- Bereavement Leave
- Study Leave
- Jury Leave
- Injury Leave
- IVF Leave

- Quarantine Leave
- Leave for a Special Reason
- Responsibility Leave
- Reduced Hours
- Teleworking
- Flexi-Time
- Career Break

For more information employees may consult the [Leave Policy](#).

6 Related Documents

- [Work life balance measures manual](#)
- [Government of Malta web site on work life balance](#)
- [WHO-Constitution](#)
- [Health & Safety Policy](#)
- [Leave Policy](#)

7 Version history

Originator	Version	Date	Changes Done
HR Department	1.0	23/02/2021	Initial Release
HR Department	1.1	06/04/2022	Minor Changes
QA Department	1.2	03/05/2024	Updated links