

# Wellbeing Matters



---

Approved by:

Liam Wallis - Director

Approved date: April 2023

Review date: January 2024

---

## VISION

At HIP V. HYPE we are committed to creating a culture that values the physical and mental wellbeing of Our People.

We aim to create a workplace that values wellbeing by being considerate, understanding, respectful, supportive and limits exposure to physical risk. We acknowledge that the physical and mental wellbeing of Our People is important and also directly affects our ability to deliver innovative projects, provide sustainability advice and enable workshare spaces.

## OUR COMMITMENT

We recognise that Our People are smart, thoughtful and passionate people who are driven to achieve better. We acknowledge that at times Our People will require support as they manage and maintain their physical and mental wellbeing.

We aim to provide an environment that allows for open dialogue and a safe space for difficult conversations. We strive for supportive leadership and team culture, whilst also acknowledging that at times external supports are needed.

## OBJECTIVES

To promote the mental wellbeing of Our People we:

- Encourage Our People to communicate their needs openly so that we can support them and their wellbeing
- Will check on the wellbeing of Our People and ask them how they are, particularly when we notice changes in overall wellbeing
- Will give Our People an understanding of their workplace entitlements and the options available to them, such as taking leave or accessing flexible work arrangements
- Understand that Our People may differ in their needs during times of increased workload. We aim to keep workloads manageable, whilst accepting there are peaks periods
- Recognise that whilst traditional working hours are required the majority of the time, many tasks can be performed as well, if not better with the benefit of flexible working arrangements
- Seek to create workplaces that have abundant natural light, ventilation, connection to greenery and are free from harmful materials
- Recognise that being at the forefront of innovation is hard work so we encourage Our People to make time to celebrate the wins
- Are considerate of each other's needs

When in the studio we:

- Encourage collaboration and connection amongst Our People and also with the other businesses that operate within the Collective
- Encourage Our People to move during the day - take a lunch time walk, run or ride and provide Our People and members of the Barkly Street Collective access to a free towel service
- Encourage healthy eating by providing the Collective with access to an on-site kitchen and V-ZUG oven training sessions

When on the road or interstate:

- All regional external meetings and workshops are to be cancelled on a code red fire day and rescheduled to a video conference or another day
- Our People must heed warnings from local authorities - do not travel into areas that are subject to emergency warnings

# Wellbeing Matters

- Stay alert, stay alive - where late meetings are required at least 2 hours from home we ensure that Our People have access to alternative accommodation arrangements

## OPERATIONS

- Our People reviews occur formally once a year, providing Our People with the opportunity to outline what's working well and what can be improved for them and develop the professional development plan
- Quarterly check-ins with line manager and direct report to ensure professional development plan implementation
- The Head of Operations will take steps ensure all disclosures and activities are kept confidential
- Review and align our processes and the way we work with ISO 45001 - Occupational Health and Safety
- The Head of Operations is responsible for ensuring the objectives of this policy are met
- This policy will be reviewed annually