

# ***Community Services of Northeast Texas, Inc.***

## **Personnel Policies & Procedures**

### **724 Workplace Wellness Policy**

Effective Date: 10/26/2021

Revision Date: 10/26/2021

#### **Purpose**

The Agency places a high value on the health and wellbeing of its employees, volunteers, vendors, and members of the communities served. The Agency understands and supports the Four Dimensions of Wellness including Emotional, Physical, Social, and Spiritual.

#### **Policy**

As an employer, the Agency endeavors to create a positive environment in all the dimensions. Where possible, the Agency takes a role in any dimension of wellness where improvement to the lives of employees is a central objective. The Agency participates in programs which promote wellness in each of the dimensions when possible, reasonable, allowable, and practical.

#### **Emotional Wellness**

The Agency promotes strong emotional and mental health advocacy and practices throughout the workforce. Adapting to change and handling stress is a primary focus.

#### **Physical Wellness**

The Agency strives to create a safe working environment, free of infection and transmission of disease. Every strategy, including mitigating COVID-19 and other infectious viruses, is considered to protect our employees, the people we serve, and the community from infectious diseases.

The Agency will be guided by federal regulations, state laws, Presidential and Gubernatorial executive orders, CDC guidance, health department guidelines, and funding source contractual rules. Supremacy rules apply when state and federal rules or laws conflict.

The Agency also understands the value of physical fitness. Through various wellness programs, the Agency promotes healthy eating, fitness, exercise, and avoidance of unhealthy practices. The Agency also promotes relationships with health professionals in every household.

#### **Social Wellness**

The Agency is sensitive to the nature of relationships humans have and how they interact with others. Offering support during difficult times, building healthy relationships, and fostering a genuine connection with fellow workers is a cognitive focus of the Human Resources philosophy at the Agency.

#### **Spiritual Wellness**

The Agency supports the expanding sense of purpose and meaning, both in the workplace and life in general. Guidance toward good morals and ethics are available to the workforce.