INSCAPE EDUCATION GROUP

Employee Health and Wellness Policy and Procedure **V2025, U02, R03**
2025/03/01

Inscape is committed to a safe, positive, and healthy workplace that encourages and supports the physical and mental wellbeing of employees. We encourage not only nurturing this philosophy, but also encouraging employees to take ownership of their own health and welfare.

At Inscape we opt to give our employees access to Occupational Health and Safety and Personal Health offerings, along with Wellness and Work Life Quality interactions. In this way ensuring that our employees are equipped with the correct coping tools when they in turn need to aid students and other stakeholders alike, along with maintaining their own personal wellbeing.

The purpose of this policy is to address the core values of Inscape:
- Relationships
- Authenticity
- Quality

The Health and Wellness Framework (H & W Framework) is anchored in Inscape's core values of Relationships, Authenticity, and Quality, which collectively shape how individuals engage, contribute, and grow within the organisation.

Building and maintaining healthy **Relationships** with self and others is fundamental to how we operate. Through various internal mechanisms and engagement activities, Inscape fosters meaningful connection, open communication, and collaboration, enabling individuals to integrate positively into the organisation and contribute to a supportive and effective working environment.

Authenticity is reflected in what we refer to as an individual's inscape, the unique inner essence that shapes how they show up and contribute. In recruitment and selection, particular emphasis is placed on identifying individuals who demonstrate this authenticity, as it underpins reliability, consistency, and trust, both individually and within teams.

Quality is expressed through a commitment to excellence in all aspects of work and personal growth. Employees are encouraged to remain current, strive for continuous improvement, and embody high standards in their contribution, while also modelling these values within the learning and work environment.

Health and Wellness Framework for Employees

1. **Occupational Health and Safety and Personal Health.**
   The DHET, in terms of Regulation 12(2), states that institutions are required to submit an occupational health and safety report for each site of delivery, as evidence that we comply with all regulations relating to the health and safety of persons on our premises.
   To this end:
   - Inscape has a comprehensive Occupation Health and Safety Policy and Procedure that governs the overall safety of our facilities.
   - Along with emergency procedures, effective systems, and training, to ensure the general safety of all those using our internal spaces.
   - The organisation participates in yearly professional inspections, national (by a SAIOSH certified member), to ensure a continuous high standard of inclusive safety in preparation of any such event.
     - See IEG Occupational Health and Safety Policy and Procedure

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Inscape's Employee Benefits provide access to:

- Multiple choices within the Framework of the Discovery Medical Aid system for employees to choose access. Whereby ensuring the physical, mental, and financial health of employees

- Liberty investment solutions with regards
  - Pension benefits
  - Group life access
    - See IEG Employee Benefits Policy and Procedure

2. Wellness and Work Life Quality

The mental, professional, and personal development, of an employee is very important to Inscape as a national and global institution. The general "open door policy" of the managerial representatives goes a long way to ensure, and secure, employees as to access for present and continued success. The accessibility to a high-level management team is paramount to the success of the institution.

- Employees have access to state-of-the-art equipment, and technology, to ensure their business success.
- Relevant and progressive policy and procedure documents, along with a formalised coaching program, are available to ensure individual success and progress.
  - See Policy and Procedure documents on the Learner Management System (LMS)

To ensure a quality of life and attention to personal success and growth of the individual employee, Inscape has constructed a success platform with access to all employees. As a natural training environment, Inscape has initiated an Online internal training platform, to complement its already engaging personal workshops, and external training plan. These are offered by various managers and experts, at various levels of employment dependant on the immediate need. Whereby ensuring individual and departmental success.

- See Training and Development Policy and Procedure

In terms of personal access to fundamental questions and aspect of a professional working environment Inscape offers employees:

- easy access to personal annual leave (amongst others) via an online Employee Self Service (ESS) system
- a clear and defined retirement explanation in the IEG Standard Conditions of Employment
- confidentiality
- access to a discipline system that addresses any internal grievances
  - See Employee Grievance Policy and Procedure
- clear and concise position profiles, documenting Key Performance Areas
- defined departmental Key Performance Indicators
- a bonus payment system dependent on collective output

Specific Awareness to Student Mental and Physical Needs

1. Addressing Student Mental and Physical Needs Within the Curriculum

Within the curriculum, the students are exposed to various tools and strategies that address their mental and physical health. Leadership, mentorship, along with stress and time management, are covered in a direct and subtle inference through suggestion, roleplay, and actual participation.

Through project-based practice, awareness is created around social and environmental issues, touching on subject, but not limited to: cyber bullying, teenage pregnancy, HIV aids, addiction, and socio-economic mindfulness.

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2. **External Provisions Made to Deal with Specific Issues Per Site of Delivery**
With specific reference to giving students access to information regarding their mental health, and making them aware of their environment the following initiatives are put in place to address their immediate needs. Through the registration process each student is required to fill-in and maintain, their healthcare needs, and contracts. These are kept securely on the LMS for access at bothLearning Hub and national level, in case of an emergency.

   a. **Cape Town Learning Hub**
   Yearly SAPS visit and private security presentation – Information session
   Contact person - Captain October from Cape Town Central Police Station – 021 467 8078
   Stallion Security services: Julius Petersen Area Manager CPT SOUTH juliusp@stallion.co.za +27 82 495 0156 **Addresses the following** - general safety awareness and having the contact number of the nearest police station.
   THERAPISTS:
   - Mediclinic Crescent Mental Health Clinic:
     - Clinical Psychologist Dr Rosalind Adlard– 021 761 1188
     - Clinical Psychologist Bradley Knight021 761 1188
     - Sizakele Mazibuko – 079 359 5581
   - Other:
     - Psychotherapy & Pshychology Dr Vincenzo Sinisi – 0837420114

   b. **Counselling Dr Sharon Johnson – 087 250 0062 x17Durban Learning Hub**
Yearly Marshal visit – Information session
Contact person - Andreas Mathios – contact number 086 162 7732
Addresses the following: crime awareness, social media safety, self-defense, drug awareness (facts on drug use), hijacking, missing children, safety at ATMs, and gender-based violence.

Therapists:-
Psychologists - Dr J MAHARAJ 031 502 3663
Psychiatrist - Dr Vineshree Reddy - 031 582 5233

Hospital:-
Netcare uMhlanga Hospital -031 560 5500–
Akeso Umhlanga (Psychiatric hospital in Umhlanga)- 087 098 0451

   c. **Midrand Learning Hub**
   Yearly SAPS visit – Information session
   Contact person – Fortunate Gumede
   011 347 1626 **Addresses the following –**
   General Safety, trends and awareness.
   THERAPISTS
   Humanitas Counselling Unit 5,
   12 Victoria Link,
   Route 21 Corporate Park,
   Irene Ext. 72
   Pretoria
   - 071 297 9992
   - Enquiries: info@humanitas.co.za

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d. **Pretoria Learning Hub**
Yearly SAPS visit – Information session
Brooklyn Police Station -012 366 1700
Contact person – 012 353 4233
Addresses the following – General Safety
Student counsellor via: Counselling Matters - yvonne@counsellingmatters.co.za

e. **Stellenbosch**
Learning Hub

Yearly Safety Talk – Presented by ABS Security or SAPS. Topics include crime awareness in Stellenbosch, safety tips, nightlife (clubs) substance use (drugs and alcohol), and general personal safety.
Contact details:
ABS Security – pm1@abcsecurity.co.za
SAPS – 021 809 5015 / 021 809 5000

Learning Hub Counselling Service
Contact Details:
Yvonne Mathieson – yvonne@counsellingmatterssa.co.za

Therapist
Maria Cloete
therapy@mariacloete.co.za
078 092 7159

All Policy's & Procedures are reviewed and updated as necessary on a regular basis, and employees will be kept informed of these reviews/updates. It however remains the employee's responsibility to read Policy's & Procedures from time to time to remain up to date.

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