



“Feeling Great”

PowerNet Health and Wellbeing Programme



At PowerNet we are committed to providing you with a great place to work.

Safe | Efficient | Reliable
Power to Communities



Our **“Feeling Great” PowerNet Health and Wellbeing programme**

provides events, activities and initiatives to help you look after your physical and mental health. The programme will provide something for everyone; however, we acknowledge people are different with different priorities regarding their health and wellbeing.

This brochure explains the features and benefits of our **“Feeling Great”** programme. Your health is as much your responsibility as PowerNet's. We can only encourage you to take advantage of the various initiatives on offer.

We believe that looking after your health and wellbeing will benefit:

- You and your family
- Productivity and our business
- Our customers and stakeholders



Fruit Offering

Fruit will be made available for employees at each depot and office.



Individual Health Benefit

PowerNet will reimburse you the cost of an activity, article or event that contributes to you becoming and staying healthy.

The reimbursement is currently a maximum total of \$100 per employee per year (the year is 1st April till 31st March)

An example of the sorts of activities, articles or events that will be reimbursed include: gym membership, swimming pass, sports club membership, sports event entry fee, Fitbit watch, Weight Watcher programme, etc.

See the section on how to claim a reimbursement. The Health and Safety committee will make reimbursement decisions on any claims that are questionable.



Annual Health Checks

All PowerNet employees are strongly encouraged to have an annual health check.

It is our preference that this check is conducted by the PowerNet Occupational Health Nurse. For field and trade employees this annual check will be timetabled. If the Occupational Health Nurse detects a health issue that requires further investigation she/he will discuss this with you and refer you to a specialist provider. (Please see PowerNet's Privacy policy for information regarding the use, storage and retrieval of your medical data).

- If you prefer that your annual health check is conducted by your personal GP doctor we will reimburse the cost of this visit
- All employees may receive an annual flu vaccination
- All employees may have the cost of an annual eye check reimbursed



Employee Support Programme

PowerNet's employee support programme is provided by OCP.

Contact details Ph: 0800 377 990 or www.ocp.co.nz

All employees may have three confidential consultations with an OCP counsellor at any time. If you are experiencing difficulties with:

- Anxiety and depression
- Drugs and alcohol
- Relationship difficulties (personal, home, work)
- Family and children concerns
- Stress management
- Grief and trauma
- Personal legal advice
- Work issues
- Career choices
- Retirement concerns
- Eldercare issues

...please contact OCP as they have specialists that will be able to help you.

OCP have specialists across Southland and Otago and will provide you with assistance within 48 hours.

This assistance programme is a confidential service, you do not need to obtain approval to access help or advice from an OCP counsellor. If, after three consultations, you believe you will benefit from further sessions please discuss this with OCP.

You may contact OCP even if you are on leave (sick, ACC etc).

We may from time-to-time refer employees to OCP for counselling support.



Mental Health

PowerNet's Health and Wellbeing education programme will provide information to help you deal with your personal mental health and the mental health of work colleagues or family members. You are encouraged to attend these education sessions, details can be found on the **"Feeling Great"** Health and Wellbeing intranet page.

In addition to attending education sessions, if you are experiencing mental health issues please contact OCP. They have specialists available to help.

Contact details Ph: 0800 377 990 or www.ocp.co.nz

If you are concerned about the mental health of a work colleague discuss with either your leader, that person's leader or the People, Culture and Communication Team.



Health and Wellbeing Education

Providing you with knowledge and information to better manage your health and wellbeing is an important part of our programme.

Throughout the year education sessions will be provided by a range of experts on a variety of health and wellbeing topics.

These education events will take place during work and non-work time. Some events may be open to family members.

Topics may include:

- Diet and healthy eating
- Mental health
- Healthy sleep
- Financial health
- Managing stress
- Meditation / positive thinking / mindfulness

The event calendar will be published on the **"Feeling Great"** intranet page.

- Not all topics will be provided every year
- Not all topics will be provided in all depots and locations (we will do our best to make the information available)
- Any events scheduled during work time will need your leader to approve your attendance (attendance won't be unreasonably withheld; however, work requirements need to take priority)



Healthy Events and Activities

Employees have told us that activities that promote health and fitness, provide an opportunity for employees to interact and have fun are highly valued.

Throughout the year healthy events and activities will be programmed. The activity calendar and details will be published on the **"Feeling Great"** intranet page.

These events and activities will take place during work and non-work time. Some events may be open to family members.

- Any events that are programmed during work time will need your leader to approve attendance (attendance won't be unreasonably withheld; however, work requirements need to take priority)
- Different activities will occur at different depots. For practical reasons you may not be able to attend an activity of your choice
- Events and activities will be reviewed over time for popularity and effectiveness

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Subsidised Health Insurance

Subsidised health insurance is provided to help you manage health issues and return you to good health as soon as possible.

- PowerNet employees may receive a subsidy, as part of their total remuneration package, on a Southern Cross medical insurance policy premium
- If you have been offered, and choose to accept this benefit, it will be detailed in your Employment Agreement and / or remuneration schedule
- The subsidy is currently set at 100% of the policy premium for employees
- The policy currently subsidised is the Southern Cross Wellbeing Two plan
- Employees covered by a different medical plan will have the benefit detailed in their Employment Agreement or accompanying documents
- You may enrol immediate family members (spouses / partners and children) in a Southern Cross medical insurance policy – this is to be arranged directly with Southern Cross and you may receive a discount on the premium as part of the PowerNet group scheme

To find out more about the Southern Cross plans and to set up your own online account visit www.southerncross.co.nz



Death and Disability Insurance Cover

- PowerNet employees receive accidental death and disability cover whilst employed by PowerNet. This benefit will be valued as part of your remuneration package
- PowerNet death and disability policy details are available on the "**Feeling Great**" intranet site
- Employees that receive alternative cover to the PowerNet Personal Accident Policy will have this detailed in their Employment Agreement or accompanying documents (please note cover under these schemes is now closed)



Volunteering

Contributing toward community organisations can help with our sense of belonging and mental health.

- Employees may complete community work during work time (i.e. work for another organisation whilst receiving pay from PowerNet)
- You may engage in volunteer work individually for two hours per year, including any travel time (a year being 1st April to 31st March)
- You must obtain approval from your leader before engaging in volunteer work
- PowerNet work will take priority over volunteering opportunities
- Not everyone will be able to volunteer for community work due to practical or location reasons

A list of organisations that PowerNet employees may work for is available on the **"Feeling Great"** intranet site. The intranet site may also list times that volunteer work is available.

Typically the community organisations will be registered charitable trusts. The community organisation will be responsible for any administration or organisation associated with the volunteer work and any health and safety requirements. The Senior Leadership Team may add other community organisations to the list over time.





Communication and Management of the “Feeling Great” Health and Wellbeing Programme

The “Feeling Great” Health and Wellbeing intranet site contains event calendars and information. To access the “Feeling Great” intranet page go to the PowerNet intranet and click on the link.

- PowerNet’s Wellbeing champions assist with the organisation and promotion of our “Feeling Great” Health and Wellbeing programme (see the intranet site for more details)
- The Wellbeing champions provide the Health and Safety Committee with suggested programmes of events and activities
- The Health and Safety committee consider the programme of events and make recommendations to the Senior Leadership Team regarding events and activities
- The Senior Leadership Team approve the events and activity calendars
- If you have feedback regarding our Health and Wellbeing programme please contact either a Wellbeing champion or your Health and Safety committee representative
- The programme will be periodically reviewed for effectiveness and developed over time. Your involvement and feedback is critical to the programme’s success
- It is an expectation that your leader shows an interest in your health and wellbeing. This does not mean they can offer health advice but they will provide information about the programme and encourage your participation

How to claim reimbursement

- Complete a employee expenses claim form
- Attach your receipt to the claim form
- Use the Health and Wellbeing code: 4446
- Ask your leader to sign the form and hand it to the HR administrator. The administrator will log the claim and hand to accounts payable in Invercargill for payment

Privacy

- Storage of personal health information is covered under PowerNet's Privacy Policy

Eligibility

- Anyone who is employed by PowerNet may partake in the "**Feeling Great**" Health and Wellbeing programme
- Medical insurance for fixed term, part-time and casual employees will be considered on a case by case basis
- Individual health benefit reimbursement will be pro-rated for employees on fixed term employment of less than 12 months or for part-time employees. The benefit is not available to casual employees
- Volunteering is not available for casual employees

Important Note: The "Feeling Great" Health and Wellbeing programme may be altered by PowerNet at any time. As such the benefits do not form contractual employment entitlements and are provided at the discretion of PowerNet.

