Policy Title: Wellness and Engagement

Policy & Procedure Statement:
ICOM recognizes the need in establishing a culture of well-being, fatigue mitigation, and employee engagement and establishes a Service Committee to address such topics. The Committee will address wellness and engagement through various programs and activities, including but not limited to providing educational opportunities, physical and mental health wellness activities, and proposing environmental changes.

POLICY AND PROCEDURE:

Well-Being
Self-care is an important component of professionalism and a skill that needs to be nurtured and practiced. ICOM acknowledges its commitment to promoting a healthy work environment that would include:

- providing access to resources that address matters of mental health and wellness
- supporting personal and organizational efforts to promote mental health and wellness awareness
- maintaining awareness of staff schedules and intensity of work efforts that may impact personal well-being
- pursuing efforts that promote autonomy, flexibility, and enhance professional relationships
- encouraging attendance at medical and mental health appointments and activities providing opportunities that help educate and recognize symptoms of burnout, depression, substance abuse and how to seek appropriate care, as well as to establish
and support processes that encourage alerting appropriate individuals with concerns for self and others
• evaluating workplace safety and addressing any concerns

**Fatigue Mitigation**
ICOM recognizes its responsibility in providing ways to prevent and mitigate fatigue. Such efforts may include:
• educating employees on how to recognize the signs of fatigue and sleep deprivation
• providing education in alertness management and fatigue mitigation
• encouraging employees to use fatigue mitigation process to manage potential negative effects of fatigue

**Employee Engagement**
Employee Engagement is the emotional commitment an employee has to the organization and the organization’s goals. Engaged employees give discretionary effort, which in turn both improves performance and decreases turnover. ICOM strives to create an environment that values and supports employee engagement. ICOM supports the Service Committee in providing education and other activities in support of employee engagement.

**Employee Assistance Program (EAP)**
ICOM offers its employees and dependents access to EAP services through Reliant Behavioral Health (RBH) to help with issues that may affect work, family, or life in general. The EAP program offers up to 8 sessions for crisis and/or general counseling for each issue and includes some legal and financial counseling. The EAP web page offers training on numerous mental health topics.

**Service Committee**
The Service Committee is established to provide educational opportunities, develop employee activities and provide recommendations for environmental or system changes that support employee wellness and engagement. The Committee focuses on three main areas:

1. **Physical Wellness** which typically includes topics of physical activity, nutrition, hydration, physical environment and safety.
2. **Mental Wellness** which typically includes topics of fatigue mitigation, stress, coping strategies, depression, work/life balance, mindfulness and other mental health issues.
3. **Employee Engagement** which typically includes activities to support employee teamwork and relationships, recognition, celebrations, helping new employees acclimate to ICOM and community.

Approved by:

[Signature]

8/1/18

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Date