



# Employee Wellbeing Policy

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## Introduction

### When to Use

This policy applies to all Hyperion employees.

### Description

The Wellbeing Policy outlines initiatives and entitlements Hyperion have put in place to enhance employee wellbeing.

## Important Information

Document Type	The Hyperion Wellbeing Policy
Primary Reference	Business Services
Functional Area	Human Resources
Ultimate Responsibility	Manny Pohl, Managing Director
Assigned to	All Hyperion employees
Authorised Access	General access via Intranet

## Document Control

Contact	Human Resources Manager
Owner	Human Resources
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Updated by	Manny Pohl
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- 1. Policy Statement**
- 2. Process and procedures**

## 1. Policy Statement

The Wellbeing Policy applies to all Hyperion employees who choose to utilise the benefits outlined within the policy and is available at the discretion of the Managing Director.

## 2. Process Overview and Procedures

### Gymnasium membership

#### 2.1 Overview

Hyperion will financially support employees who want to enhance their own health and wellbeing through joining/attending a gymnasium or a facility that contains a gymnasium.

#### 2.2 Process / procedure

Those wishing to join a gymnasium, should attain a written quote including joining, ongoing and exit fees from a gymnasium of their choice. As costs will vary from gym to gym, this quote will need to be submitted to the Managing Director of Hyperion for their review and approval.

Employees who are already a member of a gym will need to provide the Managing Director of Hyperion with evidence of the annual costs.

Payment for approved gymnasium costs will be made via direct debit through the Hyperion Corporate Diners Club Credit Card. If this method of payment is not possible for a particular gym, alternative arrangements must be coordinated through the Finance Department. Employees should note that depending on their circumstances, these costs may attract Fringe Benefits Tax (FBT). Employees should seek independent advice regarding this matter.

Employees requesting financial support for their gym membership must apply to the Managing Director for approval by completing the [Gym Membership Application Form](#). This form must be accompanied by either a quote for the employee's preferred gym, or evidence of current gym membership costs.

Note: given the cost to the company to support this initiative, it is anticipated that employees who utilise this offer will be regular gym users. For those who do not attend the gym regularly, the offer may be revoked at the discretion of the Managing Director.

### Internet connection at home

#### 2.3 Overview

Hyperion will financially support employees who may from time-to-time need to work from home by funding the costs associated with internet connection. Hyperion would rather that its employees worked from the comfort of their home in times of high demand rather than spend excessive amounts of time away from their homes/families. This should also negate the safety issue of travelling to and from work (generally via public transport) outside of normal commuter times.

#### 2.4 Process / procedure

Those wishing to establish an internet connection should complete the [Internet Connection Application Form](#) for review and approval by the Managing Director. Note: this offer is only available to employees who have a computer that can be used from their home and a phone line that allows Internet access.

If approved, Hyperion will make arrangements for the Internet connection to be made and maintained. Hyperion will cover the costs associated with the initial set-up (including modem if required and additional internet/phone connection if required) as well as appropriate ongoing Internet usage costs.

For employees who already have an Internet provider, they will either remain with that provider, or be transferred to Hyperion's preferred supplier at the discretion of the Managing Director.

Payment for approved Internet connection costs will be made via direct debit through the Hyperion Corporate Diners Club Credit Card. Employees should note that depending on their circumstances, these costs may attract Fringe Benefits Tax (FBT). Employees should seek independent advice regarding this matter.

Note: this policy is available for employees who need an Internet connection for business use. As such, employees must comply with the [Wilson HTM ICS policy](#).

## **Fresh Fruit**

### **3.1 Overview**

Hyperion will assist those employees who want to enhance their own health and wellbeing through providing fruit in the offices on a weekly basis.

### **3.2 Process / procedure**

The managing Director's personal assistant will arrange for an external supplier to deliver fresh fruit to the offices on a weekly basis. Hyperion will cover the costs associated with the supply and delivery of the fruit to the offices.

## **Birthday Holiday**

### **4.1 Overview**

Hyperion acknowledges that funds management requires additional effort from staff outside of normal working hours from time to time. Allowing staff an additional day's leave in addition to their normal and long-service leave to celebrate their birthday, is one way of recognising this commitment to the success of the business.

### **4.2 Process / procedure**

As this day is not intended to be an additional day of normal leave but is provided to allow the staff member to spend time relaxing without the pressures of office, it must be taken on the staff members' actual birthday. Where this day falls on a weekend, then either the preceding Friday or the following Monday may be taken as the birthday leave day. Those wishing to take leave on their birthday are to complete the normal leave application form on the Intranet, ticking the box applicable for birthday leave.