

 <p>SPJ GLOBAL</p> <p>S P Jain School of Global Management</p> <p>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Health and Wellbeing Policy</h2>
Document Type	Policy
Administering Entity	Director – People and Culture, Vice President – Administration, Heads of Campuses (HoCs), Student Counsellors
Latest Approval/Amendment Date	June 21, 2023
Last Approval/Amendment Date	June 09, 2021
Approval Authority	Board of Directors
Indicative time of Review	June 20, 2025

1. Purpose

The purpose of the Health and Wellbeing Policy is to provide a healthy and safe learning environment for all students and staff. It should be read in conjunction with the Critical Incident Policy.

2. Scope

This Policy applies to all staff and enrolled students in any course studying at any campus of S P Jain School of Global Management (S P Jain / the School).

3. Policy Principles

- a. S P Jain School of Global Management:
 - i. recognises that student and staff wellbeing and safety is critical to enabling positive student experiences and outcomes;
 - ii. recognises its obligations as a higher education provider under the TEQSA Act (2011) and as a registered CRICOS provider of courses to international students under the ESOS Act (2000), and
 - iii. is committed to providing a values-based safety and wellbeing culture.
- b. The School is committed to:
 - i. promoting and providing a safe environment for all staff and students with a zero tolerance for sexual harassment, assault, abuse and harm;
 - ii. Integrating health, wellbeing and safety into management responsibilities and accountabilities;
 - iii. consulting with staff and students about matters which may affect their health, wellbeing and safety;

- iv. supporting students and fostering independence by encouraging them to be responsible for their own health and safety;
- v. Identifying risks to health and wellbeing and safety hazards, and implementing appropriate controls or taking action to remove hazards;
- vi. providing information about health, wellbeing and safety to students during Orientation, in the Student Handbook and on campus including actions to take, staff to contact and support services, and
- vii. providing information and training to staff to implement S P Jain's policies relevant to health, wellbeing and safety through staff induction and ongoing development.

4. Roles and Responsibilities

- a. All students, staff and visitors will be responsible for:
 - i. their own safety, and for fellow students, staff and visitors by always operating in a safe, respectful and appropriate manner;
 - ii. adhering to all health, wellbeing and safety training, information and instructions provided by the School, and
 - iii. reporting unsafe conditions, hazards, and incidents as soon as possible.
- b. S P Jain has a counselling team staffed with professionally qualified student counsellors. Students are encouraged to seek advice and assistance on a personal and individual basis as required during their time on campus. In addition, the School contracts an external counsellor for any student needing additional services. Information about these services are set out in detail in a range of information sources available to students and staff including related policies, on-campus information, student handbooks, the S P Jain website and on student learning management systems (LMS).
- c. All information disclosed within counselling session(s) is confidential and may not be revealed to anyone outside the counselling team without the student(s)' written or verbal consent except in situations where:
 - i. where disclosure is required by law or by higher academic authority;
 - ii. the student presents an imminent threat of harm/danger to themselves, others or the institute;
 - iii. there is suspicion of abuse or at risk of such abuse;
 - iv. were any disability or medical concern (along with mental health issues), and
 - v. there is a requirement by a valid court order/subpoena.
- d. Staff are encouraged to utilise all resources available to them as part of their employment arrangements and contracts to support their health and wellbeing. Where appropriate, issues should be raised with supervisors where a range of support options will be considered and implemented.

Related documents

- a. Campus Handbook
- b. Critical Incident Policy
- c. Staff Sexual Assault and Sexual Harassment (SASH) Policy
- d. Students at Risk Policy
- e. Student Code of Conduct Policy
- f. Student Handbook
- g. Student Sexual Assault and Sexual Harassment (SASH) Policy
- h. Student Support Policy