

## Health and Wellbeing Policy

### New Zealand Society for the Study of Diabetes

#### Why We Have This Policy

We want the New Zealand Society for the Study of Diabetes (NZSSD) to have a positive and healthy culture. Diabetes and wellbeing are intrinsically connected and therefore to achieve a health culture our policies, practices and environments are designed with wellbeing in mind.

This policy applies to all NZSSD members, executive committee, those attending our events including non-members (such as our Annual Scientific Meeting and Special Interest Group Days) and those we have relationships with (such as conference organisers). The same rules apply to everyone.

#### MENTAL WELLBEING

NZSSD has a role in promoting, protecting and supporting mental wellbeing. We recognise the experience of mental distress is common and that anyone can be affected at any stage of their lives. We are committed to supporting anyone experiencing mental distress at our events.

If you are experiencing distress at our events, we will do as much as we can to help you; please let the executive committee/event organisers know. Any health conditions or disabilities will be treated in confidence. We will never share any information about you unless you have agreed to it, and only to ensure your wellbeing and safety and that of those around you.

#### Expectations You Can Have of Us

We will help you in ways that promote your mental wellbeing.

- Encourage a culture of openness – you can speak up about any concerns at any time and know you will be heard.
- Consult with you and others about what wellbeing means to you, and what initiatives you might like
- Provide contact details for support services you can access easily and discreetly
- Provide self-help resources via our NZSSD website that promote wellbeing
- Encourage you to take breaks, both to rest and to connect with others
- Encourage you to get outside during breaks, which is good for your physical and mental wellbeing
- Support opportunities for professional skills development and growth.
- Not tolerate bullying, harassment, or discriminatory behaviour.

#### Our Expectations of You

You can play an active role in supporting your mental wellbeing. We expect you to:

- Treat everyone with respect and civility
- Speak up if you need help or support
- Speak up about any bullying, harassment, or discriminatory behaviour you notice happening at our events
- Take your own steps to stay mentally healthy
- Support others to speak up if they need help for anything affecting their mental health
- Access support if you need it – see the **Help Finding Support** section in this policy

#### Support for Mental Wellbeing

If you are concerned about your mental health and would like help with this, see the **Help Finding Support** section in this policy.

## SMOKEFREE

We are a smokefree and vapefree society. If you attend our events, we expect you to follow our smokefree and vapefree policy, to help protect everyone against the effects of second-hand smoke.

### Expectations You Can Have of Us

#### Want to stop smoking?

We can help support you if you do smoke and would like help to stop. See our **Help Finding Support** section in this policy for more information.

#### Our Expectations of You

You cannot smoke or vape anywhere where this is forbidden, by the Smokefree Environments and Regulated Products Act 1990 or other laws.

This means you cannot smoke or vape anywhere inside, at any time.

In addition, you cannot smoke or vape:

- Anywhere where there are smokefree or vapefree signage outdoors, including entrances and exits.

## ALCOHOL

NZSSD culture does not put alcohol at the centre of how we socialise, celebrate and say thank you.

### Expectations You Can Have of Us

We take our host responsibilities seriously when hosting functions, events and meetings. At some events alcohol may be served. The decision to serve alcohol must be made by the NZSSD Executive Committee. If approved, we will follow host responsibility guidelines ensuring alcohol is served responsibly and within the law.

This includes:

- Not supplying alcohol when drinking could increase the risk of injury
- Serve substantial, nutritious food
- Provide plenty of alcohol-free options
- Making sure no one drinks alcohol and then drives or operates machinery
- Have drinks served rather than having alcohol freely available
- Not allowing anyone who is intoxicated to drink more
- Not supplying alcohol to anyone under 18 regardless of supervision
- Not covering the cost of alcohol consumed outside of our events, functions and meetings (e.g., invited speakers food and accommodation costs)
- Only serving alcohol at our designated social events
- Service of alcohol to be managed by licensed providers in compliance with venue, local council regulations and New Zealand's Sale and Supply of Alcohol Act 2012
- Refuse to serve anyone we believe has already had too much alcohol
- Make sure everyone can get home safely.

### Alcohol as Koha, Gifts and Prizes

We will not give alcohol as koha, gift or reward to any person or organisation. Instead, we will focus on koha, gifts or rewards that promote health and wellbeing.

We expect you not to come to events, meetings, or any NZSSD activities under the influence of alcohol or affected by alcohol in a way that could impact on health and safety (e.g., hungover). Consumption of alcohol is at personal discretion and responsibility lies with you, if you are drinking alcohol at a NZSSD event or meeting you are responsible for:

- Maintaining safe personal limits when drinking alcohol
- Taking care of yourself and others while drinking
- Always following all laws
- Showing the same standard of behaviour that you would during your employment
- Treating everyone with respect
- Being respectful of those who do not consume alcohol
- Alcohol is not permitted during academic sessions, workshops or in presentation spaces
- BYO alcohol is not permitted at any NZSSD event or meeting
- Alcohol may not be consumed in non-designated areas
- Alcohol may not be taken out of the premises

#### **Drinking Alcohol While Driving NZSSD Funded Rental Vehicles**

You may not drink any alcohol and then drive a vehicle we have hired. If you are found to be driving a NZSSD-hired rental vehicle after drinking, you will be solely responsible for any legal implications.

#### **Support for Harmful Drinking and Alcohol Addiction**

If you are concerned about how much you drink, and would like help to reduce your alcohol intake, see the **Help Finding Support** section in this policy.

### **HELP FINDING SUPPORT**

There may be times you need support to deal with difficult issues or to help someone close to you deal with theirs.

If you need support, we will:

- Encourage you to ask for help as early as possible to reduce the chances of problems growing - all disclosures will be treated confidentially
- Do what we can to help you find the support you need
- Encourage you to seek appropriate help if you know or strongly suspect an employee might harm themselves or needs help – or if you need help yourself.

#### **Help with Mental Wellbeing**

You could also find support by:

- Talking to a colleague for advice and support
- Going to see your doctor or another health professional
- Calling or texting 1737 to talk to a trained counsellor. This service is completely free and available 24/7.
- Calling 111 if there is an immediate crisis.

#### **Help to Stop Smoking**

We recognise smoking is an addiction and that it kills more than 5000 New Zealanders a year. If you do smoke and would like help to stop smoking:

- Go to [www.quit.org.nz](http://www.quit.org.nz), text 4006 or call 0800 778 778

- Visit [smokefree.org](https://www.smokefree.org) for information about stop smoking services in our region
- Talk to your GP or health provider
- Ask at your local pharmacy.

### **Help to Reduce Harmful Alcohol Use**

If you are concerned about how much you drink, and would like help to reduce your alcohol intake, we encourage you to:

- See your doctor or another health professional
- [Alcohol and Drug Helpline](#): Call 0800 787 797 or text 8681, 24 hours a day 7 days a week. They provide friendly, non-judgmental, professional help and advice.
- Calling or texting 1737 to talk to a trained counsellor. This service is completely free and available 24/7.

### **BREACHES**

These policies reflect ‘the way we do things around here’.

Depending on the seriousness of the breach, if you are found to have breached these policies we will:

- Talk with you to make sure you know the terms of the policy you have breached, including what appropriate support we can offer (such as counselling, quit smoking support).
- Make sure you know the required behaviour expected from now on.
- You may be removed from the NZSSD event and/or venue security or local authorities notified.

This policy will be reviewed in in May 2026 and annually thereafter.