

 <p>S P Jain School of Global Management</p> <p>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<p>Health and Wellbeing Policy</p>
<p>Document Type</p>	<p>Policy</p>
<p>Administering Entity</p>	<p>Director – People and Culture, Vice President – Administration, Heads of Campuses (HoCs), Director-Counseling and Coaching, Student Counsellors</p>
<p>Latest Approval/ Amendment Date</p>	<p>14 April 2026</p>
<p>Last Approval/ Amendment Date</p>	<p>25 June 2025</p>
<p>Approval Authority</p>	<p>Board of Directors</p>
<p>Indicative time of Review</p>	<p>13 April 2028</p>

1. Purpose

- a. The purpose of this Policy is to promote and support the physical, mental and emotional wellbeing of students and staff, and to provide a healthy, safe and supportive learning and working environment. This includes consideration of mental health, physical health, disease prevention and workplace wellbeing.
- b. Health and wellbeing policy should be read in conjunction with the School's *Critical Incident Policy, Student and Staff Equity, Diversity and Fair Treatment Policies* and the *Support for Students Policy*.

2. Scope

- a. 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).
- b. This Policy applies across all campuses of S P Jain School of Global Management and operates subject to compliance with applicable local health, safety and employment legislation in Australia, India, Singapore and the United Arab Emirates.

3. Definitions

For the purposes of this Policy:

- a. *Wellbeing* refers to the physical, mental, emotional and social health of students and staff.

- b. *Counselling* refers to confidential psychological support provided by professionally qualified counsellors.
- c. *Reasonable adjustments* are measures implemented to support students or staff with a disability or medical condition, in accordance with applicable law.

4. 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), as a registered CRICOS provider of courses to international students under the ESOS Act (2000), relevant local health and safety legislation in all operating jurisdictions 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.

5. Student counselling and Psychological Support

- a. S P Jain provides professional counselling and psychological support to promote student wellbeing, personal development and academic success. The School has a counselling team staffed with professionally qualified student counsellors, and students are encouraged to seek advice and assistance on a confidential, individual basis as required during their time with the School. Where additional or specialised support is needed, the School may also facilitate access to external counselling services.
- b. Counselling services are designed to assist students in developing self-awareness, coping strategies and resilience, and to support them in managing personal,

academic, cultural or emotional challenges. Support may be provided through individual or group sessions, crisis intervention, wellbeing workshops and, where appropriate, referral to external support providers.

- c. Information about counselling and related wellbeing services is communicated through multiple channels, including relevant policies, student handbooks, on-campus information, the School's website and student learning management systems (LMS).
- d. Students may request counselling support by contacting the Counselling & Coaching Centre. Clear guidance on emergency support and escalation pathways, including circumstances requiring referral under the *Critical Incident Policy*.
- e. In situations where a student's mental health concerns are impacting their wellbeing and safety, and those of their peers, the student may be asked to take a deferment within the guidelines in the *Deferral Policy*. The student can rejoin the course of study post effective intervention and/or treatment along with valid fitness certificate from certified medical or mental health professionals and approval by the Registrar, respective Dean and feedback received from the Director - Counselling and Coaching and/or Campus Student Counsellors.

6. Staff Health and Wellbeing Support

- a. S P Jain is committed to supporting the health, safety and wellbeing of its employees. Staff are provided access to appropriate leave entitlements, including compassionate leave, maternity leave and paternity leave, in accordance with applicable laws and institutional policies.
- b. Eligible employees are covered under group medical insurance arrangements, subject to policy terms and local requirements.
- c. Staff are encouraged to raise wellbeing concerns at an early stage with their supervisor or People and Culture representatives. Appropriate support options may be considered, including reasonable workplace adjustments and access to internal or external support services, including confidential counselling where available.
- d. The School monitors staff wellbeing trends through appropriate People and Culture and management processes, including consideration of indicators such as workload pressures, absenteeism and staff turnover. Identified wellbeing risks are addressed through appropriate organisational actions.

7. Roles and Responsibilities

- a. The People and Culture team is responsible for developing, maintaining and promoting staff wellbeing frameworks, resources and referral pathways, and for supporting managers and supervisors in responding appropriately to staff

wellbeing concerns. The team monitors relevant wellbeing indicators, including absenteeism, turnover trends and recurring issues, and escalates systemic risks where required.

- b. Heads of Campus and Functional Heads are responsible for fostering safe, inclusive and supportive learning and working environments, and for identifying and responding to student and staff wellbeing concerns within their areas of responsibility.
- c. Counsellors are responsible for providing professional, ethical and confidential counselling support to students in accordance with applicable laws, professional standards and the School's policies, and for facilitating appropriate referrals or escalation where there are concerns relating to student wellbeing.
- d. Students are responsible for engaging with available wellbeing and support services as needed, raising wellbeing concerns at an early stage where these may impact academic progress or safety, and acting in accordance with the Student Code of Conduct and broader community wellbeing expectations.
- e. Staff are responsible for taking reasonable care of their own health and wellbeing, engaging with available wellbeing resources and support services, raising wellbeing concerns early with their supervisor or People and Culture where appropriate, and contributing to a respectful, inclusive and supportive workplace culture.

8. Confidentiality and Privacy

- a. All information disclosed within counselling session(s) is confidential and may not be revealed to anyone outside the counselling team without the staff or student(s)' written or verbal consent except in situations where:
 - i. where disclosure is required by law or by higher academic authority;
 - ii. the staff/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. disclosure is necessary to provide reasonable adjustments for a disability or medical condition, subject to the student's consent, and
 - v. there is a requirement by a valid court order/subpoena.
- b. Access to such information is limited to authorised personnel and is managed in accordance with the School's *Privacy Policy* and applicable legislative requirements.
- c. Where wellbeing concerns indicate a risk to the safety of the staff, student or others, matters will be managed in accordance with this Policy and, where applicable, escalated under the *Critical Incident Policy*, subject to legal and regulatory obligations.

Related documents

- a. Campus Handbook
- b. Critical Incident Policy
- c. Staff Equity, Diversity and Fair Treatment Policy
- d. Staff Sexual Assault and Sexual Harassment (SASH) Policy
- e. Students at Risk Policy
- f. Student Code of Conduct Policy
- g. Student Equity, Diversity and Fair Treatment Policy
- h. Student Handbook
- i. Student Sexual Assault and Sexual Harassment (SASH) Policy
- j. Support for Students Policy
- k. Privacy Policy

Policy History and Updates Approved by the BOD

Version	Date Executed	Revisions	Approval
2	14 April 2026	<p>Expanded the scope of the Policy to explicitly include physical, mental and emotional wellbeing for students and staff.</p> <p>Introduced dedicated sections on Student Counselling and Psychological Support and Staff Health and Wellbeing Support.</p> <p>Strengthened staff wellbeing provisions, including monitoring of wellbeing indicators and organisational support mechanisms.</p> <p>Added a Definitions section to improve clarity and consistency.</p> <p>Clarified roles and responsibilities across People and Culture, campus leadership, counsellors, staff and students.</p> <p>Enhanced confidentiality and privacy provisions and alignment with related policies.</p> <p>Reorganised the Policy structure to improve clarity, governance and readability.</p>	Board of Directors