



THE COPPERBELT UNIVERSITY
HEALTH AND WELLNESS POLICY

Policy Name	Health and Wellness Policy
Policy Number	To be assigned
Policy / Directive Custodian	Registrar
Coordinating member	Medical Officer
Status	Draft
Contact persons and contact details	Registrar
Legal scrutiny	CBU Legal Counsel
Date policy approved by EMC	TBA
Date policy approved by Council	12 th December 2024
Effective date	12 th December 2024
Modifications	TBA
Date scheduled for review	TBA
Related policies and other documents (internal & external)	Copperbelt University Statutes 2024, Copperbelt University Sexual Harassment Policy, Student Rules and Regulations, Conditions of Service, Employment Code Act No. 3 of 2019, Higher Education Act No. 4 of 2013 as amended, Occupational Health and Safety Act No. 36 of 2010, HIV and AIDS (Prevention and Control) Act No. 10 of 2021, Public Health Act, Chapter 295, Mental Health Act No. 6 of 2019, National Health Policy

PREFACE

At the Copperbelt University, we believe our greatest asset is our people — the dedicated staff and vibrant student community. Their well-being is essential to our mission of excellence in teaching, research, and community service.

Health and wellness challenges, once centered on HIV and AIDS, now encompass a wider range of issues including mental health, chronic illnesses, occupational hazards, and gender-based violence. Recognizing these, the University adopts a holistic approach to wellness, addressing behavioral, economic, socio-cultural, and environmental determinants of health.

This policy is a formal affirmation of our commitment to:

- Prevent illness and injury;
- Mitigate the effects of health challenges;
- Foster a safe and inclusive environment; and
- Promote education and knowledge-sharing on wellness.

Aligned with national legislation and strategic development goals (e.g., Vision 2030), the Policy applies to all staff, students, dependents, and, where appropriate, third parties. It is designed to enable proactive, equitable access to wellness resources, enhance institutional performance, and contribute to national development.

Prof. Imasiku Anayawa Nyambe

Vice Chancellor.

TABLE OF CONTENTS

PREFACE..... ii

ABBREVIATIONS.....vi

DEFINITIONS v

PART I - POLICY

1.0 INTRODUCTION 1

2.0 POLICY STATEMENT 2

3.0 PURPOSE OF THE POLICY..... 4

4.0 RATIONALE 4

5.0 SCOPE OF THE POLICY 5

PART II - POLICY GUIDELINES

1.0 POLICY OBJECTIVES AND MEASURES 6

2.0 RIGHTS AND RESPONSIBILITIES 8

3.0 IMPLEMENTATION OF THE POLICY 10

4.0 MONITORING AND EVALUATION 12

5.0 REVIEW AND AMENDMENT..... 12

ABBREVIATIONS

- **AIDS** – Acquired Immune Deficiency Syndrome
- **CBU** – Copperbelt University
- **CD** – Communicable Diseases
- **GBV** – Gender-Based Violence
- **HIV** – Human Immunodeficiency Virus
- **NCD** – Non-Communicable Diseases
- **OHS** – Occupational Health and Safety
- **PPE** – Personal Protective Equipment
- **STI** – Sexually Transmitted Infections
- **TB** – Tuberculosis

DEFINITIONS

TERM	DEFINITION
ACCIDENT	An incident that results in injury, illness, or property damage.
AIDS	Advanced stage of HIV infection.
ALCOHOL, DRUG & SUBSTANCE MISUSE	Harmful use or influence of substances that negatively affect health, safety, or performance.
BURNOUT	Physical, emotional, and mental exhaustion due to prolonged stress.
COMMUNICABLE DISEASES (CDS)	Diseases that can be transmitted from one person (or animal) to another.
CONFIDENTIALITY	Obligation to protect personal health information from unauthorized access or disclosure.
CONSENT	Voluntary agreement to an action with full understanding and without coercion.
CONTROL MEASURES	Actions or equipment used to reduce or eliminate health and safety risks.
COUNCIL	Governing body of CBU, constituted under the Higher Education Act.
COUNSELLING SERVICES	Confidential psychological and emotional support services.
DEPENDENT	A legally registered family member of CBU staff.
EMERGENCY RESPONSE	Procedures for protecting life and property during health-related incidents.
ERGONOMICS	Designing workspaces to fit users' physical and cognitive abilities.
FIRST AID	Immediate care provided to an ill or injured person before professional help arrives.
FITNESS	A person's physical and mental capacity to perform tasks safely.
GENDER	Social and cultural roles and relations between males and females.
GBV (GENDER-BASED VIOLENCE)	Harmful acts directed at individuals based on gender.
GUIDING PRINCIPLES	Rules or standards that direct conduct or policy implementation.
HAZARD	A source of potential harm or adverse health effect.
HEALTH	A state of complete physical, mental, and social well-being.
HEALTH AND WELLNESS COMMITTEE	Group responsible for promoting and monitoring health and wellness at CBU.
HEALTH PROMOTION	Initiatives enabling individuals to improve their health.

HEALTH SURVEILLANCE / SCREENING INCIDENT	Monitoring individuals exposed to health risks (e.g., TB tests, vaccines). An unplanned event with potential or actual harm.
MEMBERS OF STAFF	All employees of the university (academic, administrative, and support).
MENOPAUSE	End of menstrual cycles, often with symptoms affecting workplace performance.
MENTAL HEALTH	A state of well-being enabling individuals to cope with life stresses.
NEAR MISS	An event that could have caused harm but didn't.
NON-COMMUNICABLE DISEASES (NCDS)	Non-infectious diseases such as cancer, diabetes, and hypertension.
OCCUPATIONAL HEALTH	Field focused on preventing work-related illnesses and injuries.
OHS (OCCUPATIONAL HEALTH & SAFETY)	Policies and practices ensuring a safe workplace.
PERSONAL HEALTH DATA / MEDICAL RECORDS	Sensitive individual health-related information collected by the university.
PPE (PERSONAL PROTECTIVE EQUIPMENT)	Gear used to minimize exposure to health and safety hazards.
PHYSICAL FITNESS	Health and well-being achieved through exercise, nutrition, and rest.
POLICY	A course of action adopted to guide decisions and achieve outcomes.
PREVENTIVE HEALTH CARE	Health services focused on illness prevention and early detection.
REHABILITATION	Supportive programs helping individuals recover from illness/injury.
RISK	The chance that a hazard will cause harm.
RISK ASSESSMENT	Process of identifying and evaluating health and safety risks.
SICK LEAVE	Authorized absence from duties due to illness or injury.
STAKEHOLDER	Any person or group affected by the policy (staff, students, unions, etc.).
STUDENT	A person registered to study at the Copperbelt University.
THE UNIVERSITY	Refers to the Copperbelt University (CBU).
THIRD PARTIES	Non-CBU individuals affected by this policy.
VICTIM	Any individual harmed or negatively affected due to a health or safety-related incident.
WELLNESS	A proactive approach to health involving physical, mental, emotional, and social well-being.
WELLNESS PROGRAMS	Structured initiatives promoting health and well-being.
WORK AND LEARNING PLACE	Any environment where staff work or students learn.

WORK- AND LEARNING-RELATED INJURY	Injuries occurring during the performance of university-related duties or academic activities.
WORK-LIFE BALANCE	Maintaining a healthy balance between professional and personal responsibilities.
WORKPLACE HEALTH	Overall well-being of employees in the work environment.
WORKPLACE HEALTH AND WELLNESS	Holistic health and wellness support beyond just disease absence.
WORKPLACE WELLNESS	Initiatives promoting healthy behaviors and improved outcomes among stakeholders.

PART I

1.0 INTRODUCTION

The Copperbelt University (CBU), located in Kitwe, Zambia, is a premier public institution of higher learning established in 1987 to serve as a beacon of academic excellence, research, and innovation. Over the decades, CBU has evolved into one of the nation's most influential centers for intellectual and professional development, offering a broad spectrum of academic programs across disciplines such as engineering, business, natural and environmental sciences, humanities, and medicine. The University provides education at diploma, undergraduate, and postgraduate levels, supported by over 900 dedicated academic, administrative, and support staff. It serves an annual student population exceeding 21,000, drawn from diverse social, cultural, and economic backgrounds within Zambia and beyond.

Beyond its core mandate of teaching, research, and community engagement, CBU recognizes the vital importance of fostering an environment that safeguards and promotes the holistic well-being of its community members. Academic achievement and professional excellence cannot be sustained without a healthy, motivated, and resilient workforce and student body. As such, the University is deeply committed to providing a safe, supportive, and empowering environment where physical health, mental well-being, and social welfare are actively nurtured. This commitment forms the foundation of the Health and Wellness Policy—a guiding framework for cultivating a culture of health and well-being across all aspects of university life.

At CBU, health and wellness extend far beyond the mere absence of illness or injury. They represent a comprehensive approach that integrates physical health, mental resilience, emotional stability, and supportive interpersonal relationships within both academic and workplace settings. Recognizing the unique and often demanding nature of higher education—marked by rigorous academic workloads, intensive research demands, and service delivery pressures—the University strives to ensure that its staff and students are well-

equipped to meet these challenges in ways that promote sustainable performance and personal fulfillment.

The Health and Wellness Policy seeks to proactively identify and address health risks, encourage positive lifestyle choices, and maintain safe and conducive working and learning conditions. It encompasses a wide range of health concerns, including occupational safety hazards, communicable diseases, non-communicable diseases like hypertension and diabetes, mental health challenges such as stress, anxiety, and depression, as well as other emerging health threats. Through targeted interventions, access to health services, and a preventative rather than reactive approach, CBU aims to protect the health of its community while enhancing overall quality of life.

Moreover, the policy acknowledges the evolving social, economic, and health-related challenges confronting the University community in a rapidly changing world. It promotes the integration of wellness into the Institution's strategic objectives, ensuring that health and well-being considerations are embedded in decision-making, resource allocation, and daily operations.

By placing health and wellness at the core of its institutional culture, the Copperbelt University reaffirms its belief that a healthy and supported community is essential for academic success, innovation, and societal impact. The Health and Wellness Policy stands as a testament to the University's enduring commitment to nurturing the physical, mental, and social well-being of its staff and students—empowering them to thrive both personally and professionally while contributing meaningfully to the University's mission and to national development.

2.0 POLICY STATEMENT

The Copperbelt University (CBU) affirms its commitment to fostering a safe, healthy, and supportive environment that enables staff, their dependents, and students to thrive academically, professionally, and personally. The University recognizes that the health and well-being of its community are fundamental to achieving excellence in teaching, research, and service.

In pursuit of this commitment, CBU adopts a holistic approach to health and wellness, guided by the following principles:

- **Promotion of Well-being:** The University shall implement initiatives and programs that encourage physical health, mental resilience, social well-being, and work-life balance among staff and students.
- **Prevention of Illness and Injury:** CBU shall proactively identify and manage workplace and study-related risks, ensure compliance with occupational health and safety standards, and cultivate a culture of prevention.
- **Provision of Support Services:** The University shall offer accessible and inclusive services to address communicable and non-communicable health challenges, stress-related conditions, and chronic disease prevention.
- **Integration into Institutional Culture:** Health and wellness considerations shall be embedded into University policies, practices, and daily operations to ensure a consistent and sustainable approach across all departments and functions.
- **Support for Menopause and Perimenopause:** CBU shall provide education, resources, and appropriate accommodations for individuals experiencing menopause or perimenopause, recognizing its impact on health and workplace/study performance.
- **Enhancement of Productivity and Engagement:** The University shall promote initiatives that reduce absenteeism, improve morale, and empower staff and students to contribute meaningfully to institutional goals.
- Through this Policy, the Copperbelt University pledges to lead by example in promoting health and wellness. The institution is dedicated to ensuring that every member of its community has the opportunity to flourish in a safe, respectful, and inclusive environment.

3.0 PURPOSE OF THE POLICY

The purpose of this Policy is to promote the holistic well-being of staff, students, and their dependents in order to support the Copperbelt University's mission of excellence in teaching, research, and community service.

4.0 RATIONALE

- a)** The Copperbelt University places strong emphasis on disease prevention, health promotion, and the overall well-being of its community. However, the Institution faces a significant burden from communicable diseases such as malaria, respiratory infections, sexually transmitted infections (STIs), as well as non-communicable diseases including cancers, diabetes, cardiovascular conditions, and mental health disorders.
- b)** These health challenges are among the leading causes of morbidity and mortality within the University population. They contribute to reduced productivity, increased absenteeism, and a loss of human capital. Additionally, they impose a substantial financial strain on the Institution due to escalating healthcare costs and the need for ongoing medical support services.
- c)** In response to these pressing concerns, the Health and Wellness Policy has been developed to provide a proactive and structured approach to promoting good health and preventing disease across the University. The Policy aims to equip the University Community with the knowledge and resources necessary to make informed health decisions while fostering a culture of wellness.
- d)** Furthermore, the Policy offers a comprehensive framework for addressing both communicable and non-communicable diseases, as well as other health risks. It provides clear guidance for stakeholders on the implementation of targeted health programs. Through this Policy, the University seeks to cultivate a healthier learning and working environment,

thereby supporting improved academic performance and institutional excellence.

5.0 SCOPE OF THE POLICY

This Policy applies to all members of staff, their dependents, students, and third parties across all campuses, facilities, and administrative units of the Copperbelt University. It shall be implemented equitably, regardless of gender, age, role, or contractual status, and in alignment with the University's core values, national health regulations, and relevant international standards.

PART II

THE COPPERBELT UNIVERSITY HEALTH AND WELLNESS POLICY POLICY GUIDELINES

1.0 POLICY OBJECTIVES AND MEASURES

1.1 Objectives

The objectives of this Policy are to:

- a) Promote the physical and mental well-being of staff, students, and third parties;
- b) Facilitate access to quality, acceptable, and affordable healthcare services;
- c) Ensure a safe and healthy working and learning environment;
- d) Encourage stakeholder participation and engagement in wellness programs;
- e) Foster sustainable wellness practices and activities;
- f) Proactively prevent communicable and non-communicable diseases;
- g) Support work-life balance by promoting practices that help staff and students manage professional and personal responsibilities effectively; and
- h) Establish monitoring and evaluation mechanisms to assess the implementation, effectiveness, and impact of health and wellness programs, enabling continuous improvement.

1.2 Measures

To achieve the above objectives, the University shall:

- a) Promote and conduct health awareness campaigns and educational programs;

- b) Implement regular health screenings and medical check-ups for staff, students, and third parties;
- c) Establish peer support networks and counseling services to address stress and emotional well-being;
- d) Introduce flexible work and study arrangements, including wellness breaks, to reduce burnout;
- e) Develop recreational and fitness programs such as sports and aerobics;
- f) Conduct regular safety audits of campus facilities and address identified hazards (e.g., ergonomic assessments, lighting improvements);
- g) Prevent alcohol, drug, and substance abuse through education and enforcement;
- h) Enforce robust anti-harassment policies, including anonymous reporting channels and prompt resolution mechanisms;
- h) Ensure the availability of proper sanitation infrastructure (e.g., handwashing stations) and enforce hygiene protocols;
- i) Provide training on emergency preparedness, including first aid, fire drills, and mental health crisis response;
- j) Establish a Health and Wellness Support Group comprising representatives from staff, students, and local health partners;
- k) Launch incentive programs (e.g., recognition awards, wellness acknowledgements) to encourage active participation;
- l) Host collaborative health and wellness events (e.g., health fairs, workshops) in partnership with student clubs and academic departments;
- m) Create feedback mechanisms (e.g., surveys, focus groups) to tailor wellness programs to community needs;
- n) Integrate health and wellness topics into academic curricula (e.g., stress management modules in orientation programs);
- o) Secure long-term funding through partnerships with healthcare providers and corporate sponsors;
- p) Train staff and students as wellness champions to promote wellness initiatives within their respective departments; and
- q) Track program impact using key metrics such as participation rates and improvements in health outcomes.

2.0 RIGHTS AND RESPONSIBILITIES

In relation to the Health and Wellness Policy, the following rights and responsibilities shall apply:

a) University Management

- i) Holds overall responsibility for ensuring that the approved Policy promotes health and wellness and prevents disease within the University.

b) Registrar

The Registrar, as the custodian of the Health and Wellness Policy shall:

- i) Oversee its implementation across all University units and ensure alignment with institutional goals, legal frameworks, and national health standards;
- ii) Constitute and appoint a Health and Wellness Committee comprising seven (7) members to lead and coordinate wellness initiatives;
- iii) Ensure effective monitoring and evaluation mechanisms are in place;
- iv) Facilitate regular reporting to University Management and Council; and
- v) Promote awareness and compliance throughout the University Community.

c) Medical Officer

The Medical Officer shall serve as the primary implementor of the Health and Wellness Policy and shall be responsible for ensuring its effective execution across the University. Specifically, the Medical Officer shall:

- i) Oversee the implementation of all health and wellness initiatives outlined in the Policy;
- ii) Plan for adequate funding, personnel, and infrastructure to support wellness programs;
- iii) Ensure the Policy is disseminated to and adhered to by staff, students, and third parties.

- iv) Develop a human resource strategy and operational plan that incorporates staff health and wellness;
- v) Provide regular reports on wellness activities, program outcomes, and emerging challenges;
- vi) Facilitate training for staff and student leaders on health, safety, and wellness matters;
- vii) Inform staff of any environmental or institutional conditions that may pose health risks;
- viii) Promote stakeholder participation and engagement in wellness programs;
- ix) Ensure that the working environment supports the physical and mental well-being of staff; and
- x) Submit regular updates to the Registrar regarding the status and progress of health and wellness efforts within the University.

d) University Health Services

- a. Promotes physical and mental well-being of staff, students, and third parties;
- b. Provides access to quality, acceptable, and affordable healthcare services;
- c. Ensures a safe and healthy working and learning environment;
- d. Encourages sustainable health and wellness practices;
- e. Proactively prevents communicable and non-communicable diseases; and
- f. Supports work-life balance through practices that help staff and students manage professional and personal responsibilities.

e) Dean of Students

- i) Ensures dissemination and adherence to the Policy among students;
- ii) Develops a student-focused strategy and operational plan for health and wellness;
- iii) Reports on student wellness programs, activities, and challenges;

- iv) Informs students of health risks within the University;
- v) Ensures a conducive learning environment for student wellness; and
- vi) Facilitates training to enhance student understanding of the Policy.

f) Chief Financial Officer, Chief Librarian, Deans of Schools, and Directors

- i) Implement the Policy within their respective departments, schools, or units;
- ii) Encourage participation in staff wellness programs; and
- iii) Provide necessary support for health and wellness initiatives.

g) Other Staff

- i) Conduct themselves in a manner that promotes health and wellness within and beyond the University;
- ii) Report or take corrective action on workplace conditions that may harm their own or others' health and wellness; and
- iii) Participate in planning, implementing, and evaluating wellness programs and activities.

h) Students

- i) Conduct themselves in a manner that promotes health and wellness within and beyond the University;
- ii) Report or take corrective action on learning environment conditions that may harm their own or others' health and wellness; and
- iii) Participate in planning, implementing, and evaluating wellness programs and activities.

3.0 IMPLEMENTATION OF THE POLICY

a) Health and Wellness Committee

- i) The Registrar shall oversee the implementation of this Policy.

- ii) The Registrar shall constitute and appoint a Health and Wellness Committee comprising seven (7) members to promote, coordinate, and monitor health and wellness initiatives that support the physical, mental, and social well-being of staff, students, and third parties at the Copperbelt University.
- iii) The Medical officer shall serve as the secretariat to the Health and Wellness Committee, providing administrative and technical support.

b) Roles of the Health and Wellness Committee

- i) Provide expert advice and recommendations to University Management on health and wellness matters.
- ii) Establish its own operating procedures, including meeting schedules, decision-making protocols, and priority-setting mechanisms.
- iii) Design and implement appropriate health and wellness programs tailored to the needs of the university community.
- iv) Ensure that all health and wellness-related matters are managed with the highest standards of privacy and confidentiality.

c) Responsibilities of the Health and Wellness Committee

- i) Advise University Management on strategic health and wellness priorities;
- ii) Develop and oversee the implementation of health and wellness programs;
- iii) Facilitate stakeholder engagement and participation in wellness initiatives;
- iv) Monitor compliance with health and safety standards across University facilities;
- v) Promote awareness and education on health-related issues;
- vi) Ensure confidentiality in handling personal health information;
- vii) Collaborate with external health partners and service providers; and
- viii) Submit annual reports to the Registrar detailing activities, outcomes, and recommendations.

d) Meetings of the Health and Wellness Committee

- i) The Committee shall meet at least quarterly or as needed.
- ii) Special meetings may be convened to address urgent health concerns.
- iii) Minutes shall be recorded and maintained by the secretariat.

e) Reporting

- i. The Committee shall report annually to the Registrar, who will escalate findings to the Vice-Chancellor and subsequently to the University Council.

4.0 MONITORING AND EVALUATION

The Health and Wellness Committee shall continuously monitor the effectiveness of policy implementation and identify any emerging gaps. A formal evaluation of the Policy shall be conducted every five (5) years to assess its relevance, impact, and alignment with institutional goals.

The Committee shall submit a comprehensive annual report to the Registrar. The Registrar shall present this report to the Vice-Chancellor, who will in turn report to the University Council.

5.0 REVIEW AND AMENDMENT

This Policy shall be reviewed and revised as necessary to respond to emerging health challenges, institutional changes, or regulatory updates. All revisions shall take effect upon approval by the University Council. The policy shall fit into the strategic plan cycle.