



**OFFICE OF THE DIRECTOR: EMPLOYEE WELLNESS SERVICES**

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**INTERNAL MEMORANDUM**

**TO : HEAD OFFICE EMPLOYEES**

**FROM : DIRECTOR – EMPLOYEE WELLNESS SERVICES**

**DATE : 04 AUGUST 2025**

**SUBJECT : EMPLOYEE WELLBEING**

1. All head office employees are cordially invited to attend Head office Wellbeing Sessions on the 12, 13 and 14 August 2025.
2. Due to the noticed high rate of presenteeism, ill health, over indebtedness, Mental illnesses and inability to strike a comfortable balance between work and life obligations, the directorate is bringing this programme trying to assist the department at large.
3. On the day you will be educated on the service provided by Employee Wellness Services, adherence to treatment, early identification of one's status, Personal Financial Management, Leave Management, bullying and harassment in the workplace, Mental Health, and Safety in the workplace.
4. This is with the view to ensure that the sector maintains a work that is healthy and provides job satisfaction.
5. Head office is divided into groups to deliver relevant information to the right audience.
  - 12 August 2025 – Interns, GA's and Securities.
  - 13 August 2025 - Assistant Directors, Deputy Chief Education Specialist, Chief Education specialist and Deputy Directors.
  - 14 August 2025 - Entry level, 6, 7, 8 & SES
6. Your participation in this programme will be highly appreciated.

Yours for a healthy workforce

  
MR. N VAZI

DIRECTOR: EMPLOYEE WELLNESS SERVICES

04/08/2025  
DATE