



Wellbeing Policy

We have a duty of care to look after your health, safety, and wellbeing and believe that protecting this is of the utmost importance for us as your employer. We aim, so far as is reasonably practicable, to create a supportive workplace culture, which reduces negative impacts on wellbeing and ensures managers have the right skills to support staff. In addition to reducing safety risks, this means operating the business in a way that minimises harm to employees' mental health.

We want all our employees to be aware of their responsibilities in implementing this policy, including raising concerns and seeking help from line managers.

We believe that by addressing mental health issues we can improve employees general wellbeing as well as reducing absenteeism, presenteeism and staff turnover and thus increase productivity. We will monitor the policy effectiveness through:

Employee feedback

- Staff turnover, absences, presenteeism.
- Exit interviews.
- Feedback from our managers.

How we will achieve this:

We aim to support and develop a positive mental health workplace by assisting those with mental ill-health and raising awareness of mental and physical wellbeing across the business. As an employee we welcome your contributions to creating a culture that supports the wellbeing of all employees.

If you or one of the team need support we will offer non judgemental help, support and guidance. Where necessary we will assist you to return to work after a period of mental ill-health and support manager with ensuring the business has mental health first aiders.

Work-related stress/mental ill-health

Identifying workplace stressors/mental ill-health triggers is a health and safety issue. We will aim to identify all foreseeable workplace stress/mental ill-health factors/scenarios and carry out risk assessments, aiming to apply suitable and sufficient support to mitigate and reduce the likelihood and harm.

With all roles we will aim to recruit and develop the right people for the job and provide training to enable good performance and foster a positive team focus. When we are aware that there is a concern



with mental health or wellbeing, we will aim to reduce the impact of work-related stress/mental ill-health by:

- Completing a workplace stress and mental health risk assessment and suitably controlling risks when practicable to do so.
- Encouraging stress-reducing activities (walks, breaks, etc.).
- Discussing employees flexible working hours requests.
- Setting (SMART) targets and deadlines for staff to avoid prolonged working hours.
- Managing holiday to ensure employees take their allotted time away.
- Dealing with any conflict quickly and make sure the workplace is free from other pressure and harassment, bullying and discrimination.
- Ensuring that the demands of the job are not unacceptable.
- Ensuring good communication between line managers, staff and teams.
- Ensuring a safe, clean working environment.
- Ensuring staff members with mental health issues are treated fairly and without judgement/bias.
- Encouraging staff to talk to about their mental health and ensuring that this is dealt with in confidence.
- giving a positive attitude to employees and job applicants with mental health issues.

Physical activity and healthy eating/ drinking

Promoting physical activity and encouraging healthy eating can contribute to positive mental health and help employees manage stress and physical health whilst also improving alertness and concentration.

Your contribution

We encourage you to take responsibility for managing your own health and wellbeing, by adopting good health behaviours (for example in relation to diet, alcohol consumption and smoking) and informing us if you believe work or the work environment poses a risk to your health. Any health-related information disclosed by you during discussions with managers, the HR department or the occupational health service is treated in confidence.

This policy is authorised by;

M A Rana
Director