

Health and Wellbeing Policy

1. Policy Statement

The Company has a duty to ensure the health, safety and welfare of all its employees. It aims to establish a positive health and wellbeing culture that includes awareness and understanding, effective processes, and positive behaviour by staff at all levels. The Company recognises that mental and physical health and wellbeing are equally important and acknowledges the potential impact that work can have on both.

2. The purpose of the policy

This policy provides a framework within which the Company will encourage and facilitate working practices and services that support employee health and wellbeing; minimise wherever possible the detrimental impact of work-related stress on all staff and their work; and ensure that staff are appropriately supported in their workplace.

It is the policy of the Company to:

- promote health and wellbeing through its management policies and support services;
- prevent, so far as is practicable, those circumstances detrimental to health and wellbeing;
- provide a culture where all health and wellbeing issues can be discussed openly in a supportive way;
- provide a working environment free from bias and stigma, and where staff who have health difficulties receive appropriate support and adjustments to allow them to achieve their fullest potential;
- monitor and review indicators of organisational health and wellbeing, and to take steps to respond where issues are identified;
- seek to ensure that those who support or manage staff who are experiencing health and wellbeing issues are themselves supported as they respond to the needs of colleagues;
- improve understanding and awareness of health and wellbeing issues and the support available both within and outside of the Company;

3. Scope

This policy applies to all staff employed by the Company.

While recognising that the Company has a legal obligation to manage work-related factors that could harm employees' health and wellbeing, including work-related stress, the Company acknowledges that the majority of those who describe their wellbeing as poor attribute this to a combination of problems both at work and outside work in their personal life¹. This policy, therefore, makes no distinction between work-related and personal factors in supporting employee health and wellbeing.

4. Definitions, terminologies and legal responsibilities

4.1 Wellbeing and mental health

Mental health is a state of wellbeing in which the individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her own communityⁱⁱ. In order to avoid stigmatised terms which may deter staff from accessing the guidance and support required at work, in this policy the terms **health and wellbeing** are used as alternatives to **physical and mental health**.

4.2 Legal Responsibilities.

The Company has a statutory duty under the Health and Safety at Work Act (1974) to ensure the health, safety and welfare of all its employees. The Act also places a general duty on the employee to co-operate with his/her employer to enable that duty to be complied with. The Company will support and promote policies and practices which uphold this statutory duty.

4.3 Stress

Stress is a physical and psychological reaction when pressures and demands are beyond an individual's ability to cope. In the workplace, it is important to distinguish between excessive pressure and demands from those that are reasonable and provide stimulating and challenging work. Much will depend on an individual's ability to cope with the pressures and demands placed upon them and different individuals will have differing abilities to cope.

5. Interactions with other policies and guidance

This Policy supports and is aligned with other Company policies and guidance which offer further guidance to staff in relation to health and wellbeing, including but not limited to, the Company Health and Safety Policy, GDPR, Equality & Diversity Policy also the following located within the Company Handbook AD004 - Recruitment (pg. 47) Sickness Absence Guidelines (pg.24) Flexible Working Guidelines (pg. 44) and Capability Policy (pg. 24)

Particular attention is drawn to:

5.1 This policy and GDPR

While all dealings with staff are subject to the Company's compliance with GDPR, confidentiality is often of paramount importance to those experiencing wellbeing difficulties. However, that confidentiality may be necessarily breached where the individual is deemed to be a risk either to him/herself or to other people. The safety of the individual and/or the safety of other members of the company must take precedence over confidentiality.

5.2 This policy and the Equality and Diversity Policy

The Company is committed to ensuring that it makes every reasonable effort to provide a supportive, inclusive environment for staff with disabilities and staff that acquire disabilities during the course of their employment. The aim of the Company is to remove barriers and/or make reasonable adjustments to the working environment and/or policies, procedures and processes which could disadvantage staff with disabilities, and, wherever possible, support disabled staff in being retained in the employment of the Company.

6. Responsibilities

6.1 Responsibility of the Company

The Company is responsible for:

- promoting a culture of co-operation, trust and mutual respect;
- providing support and advisory services through Staff Counselling and Occupational Health Service;
- providing information on resources and services external to the Company;
- ensuring that there is advice and guidance on procedures to support staff experiencing health and wellbeing issues, and their colleagues/line managers;
- encouraging a non-discriminatory work environment for all staff within the Company;
- ensuring sensitivity in disclosure and maintaining confidentiality unless it is clearly unsafe to do so.

6.2 Responsibility of Directors, Senior Management, Line Managers and Supervisors

The Directors and other Senior Management are responsible for ensuring that safety issues reported to them, are addressed at the appropriate level and in a timely manner. In the day-to-day management of safety matters within the various departments, the responsibility lies with the senior managers.

These senior managers are responsible for:

- risk assessing work-related stress within their department;
- defining clear roles for employees and ensuring that the employees are competent to undertake their roles;
- treating team members with consideration and dignity, and supporting steps taken to promote a culture of co-operation, trust and mutual respect;
- ensuring that any member of their staff who is affected by health and wellbeing issues is appropriately and sensitively supported;
- ensure that they are aware of guidance, policy and available support and advisory services in relation to health and wellbeing;
- encouraging staff to participate in events and initiatives undertaken by the Company to promote wellbeing;
- supporting and encouraging flexible working practices wherever practical to do so;
- taking action where the performance and/or behaviour of a staff member may cause stress to their colleagues.
- Ensure that bullying and harassment are not tolerated within their departments.
- Support staff where appropriate who are experiencing risks to their wellbeing from outside the workplace, e.g. bereavement or separation.

6.3 Responsibilities of all staff

All employees have a responsibility to take care of their own health and safety and that of others who may be affected by their actions. This includes:

- taking responsibility for their own health and wellbeing;
- informing their manager of health and wellbeing difficulties so that appropriate support can be put in place;
- raising concerns with their manager about work-place pressures and asking for help;
- participating in appraisals and responding to training and development opportunities;
- treating all team members with consideration and dignity and supporting steps taken to promote a culture of co-operation, trust and mutual respect;
- contributing towards a non-stigmatising culture;
- upholding confidentiality (wherever safety is not compromised);

- supporting peers within appropriate limits and boundaries.

6.4 Responsibility of Human Resources

Human Resources is responsible for:

- ensuring the provision of appropriate networks to support staff;
- supporting the management of sickness absence and monitoring employee turnover.
- providing advice and guidance to managers and employees and signposting support for health and wellbeing issues.
- managing the Occupational Health referrals process and assisting managers with considering and implementing adjustments;
- facilitating appropriate arrangements to support individuals experiencing health and wellbeing issues; and their managers.
- supporting managers experiencing problems with employee performance and attendance;
- collating management information on wellbeing-related sickness absence; and facilitating action where issues are identified;
- conducting exit interviews and completing exit questionnaires where appropriate.

6.5 Responsibility of Health and Safety

The Health and Safety is responsible for:

- providing guidance on risk assessments;
- conducting audits on the management of stress through the Safety Services audit programme;
- ensuring provision of opportunities for discussion of health and wellbeing issues.

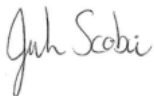
6.6 Responsibility of Occupational Health

The Occupational Health Service contracted by the Company is responsible for:

- advising on health and wellbeing issues (including work-related stress);
- advising on the provision and content of health, wellbeing and stress awareness training;
- undertaking management referrals at the request of Human Resources.

7. Monitoring & Review

The HR Officer has responsibility for reviewing this policy. This Policy will be reviewed on a regular basis

A handwritten signature in black ink that reads 'Julie Scobie'.

Julie Scobie
Financial Director
6th June 2023