

## Wellbeing Policy

Today, every UK business has a duty of care requirement to look after the health and safety of employees, including their wellbeing.

Promoting and protecting staff wellbeing in the workplace is important for every business. There are many factors that influence the health and wellbeing of staff. Understanding and overcoming these issues can result in a range of benefits for both individuals and the wider business.

Mental wellbeing is relevant for all employees, which means every member of staff can play a part in improving wellbeing in the workplace. By addressing mental health issues, businesses can improve the general wellbeing of employees, reduce absenteeism and presenteeism, lower staff turnover, increase productivity, and help promote the employment of those who have experienced mental health problems.

Similarly, promoting physical activity and encouraging healthy eating, can help employees manage stress and weight loss, while also improving concentration and alertness. Staff who exercise regularly and eat a balanced diet also report less illness and are more likely to recover more quickly from any illness they do get.

This workplace mental health and wellbeing policy covers the following areas:

### **Mental wellbeing**

Promoting mental wellbeing by:

- Providing information and raising awareness of mental health issues
- Promoting policies and actions that support mental wellbeing in the workplace
- Equipping employees with the skills to support their own mental health

### **Physical wellbeing**

Encouraging physical health by:

- Promoting physical activity across the business
- Supporting a healthy, balanced diet in the workplace

### **Management and leadership**

- Equipping managers and leaders with the skills to: Identify and assist those with mental ill health
- Raising awareness of mental and physical wellbeing across the business

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## **Support for employees**

Offering support to employees by:

- Creating a culture that supports the wellbeing of all employees
- Offering help, support and guidance to those with a mental health issue
- Assisting those returning to work after a period of mental ill health

## **Employment for those with mental health issues**

Supporting those coming back to work by:

- Making any necessary adjustments to the role/environment
- Establishing agreed recruitment practices
- Retaining and supporting staff who develop mental ill health

## **Aim of the policy**

- To create a workplace culture that promotes and supports the health and wellbeing of all staff

## **Objectives**

### **1. Mental wellbeing**

a) To create a supportive workplace culture, tackle factors that may have a negative impact on mental health, and ensure managers have the right skills to support staff

### **Policy actions:**

- Give employees information on mental health issues to help raise awareness
- Deliver non-judgemental support to any staff member experiencing a mental health issue
- Give all staff access to the mental health policy
- Deliver a thorough induction for all new starters, providing an outline of the organisation, the policies and the role they are expected to play
- Offer employees flexible working hours
- Set realistic targets and deadlines for staff to prevent long working hours
- Deal with any conflict quickly and make sure the workplace is free from bullying, harassment, racism or discrimination
- Ensure all staff have clear job descriptions, objectives and responsibilities, as well as the training to do their job well
- Ensure good communication between managers, staff and teams

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**b) To provide support and guidance for any member of staff experiencing mental health issues**

- Check how working conditions and the organisation's policies are having an effect on mental health
- Ensure staff members with mental health issues are treated fairly and without judgement
- Encourage staff to talk to an occupational health, a counsellor or GP
- If a team member has been on long term sickness absence, ensure a gradual return to work with support at each stage
- Treat all matters relating to staff mental ill health in the strictest confidence, and only share information with prior consent from the individual concerned

**c) To encourage the employment of people who have experienced mental ill health**

- Show a positive attitude to employees and job applicants with mental health issues, including having positive statements in recruitment literature
- Ensure that all staff involved in the recruitment process are aware of mental health issues and the Disability Discrimination Act
- Do not assume that those with a mental health issue will be more susceptible to workplace stress, or will necessarily take more time off than other applicants
- Ensure that all line managers have the skills to manage mental health in the workplace

**d) To recognise that workplace stress is a health and safety issue**

- Identify workplace stress factors/scenarios.
- Provide training in good management practices
- Provide resources to help managers implement the company's workplace mental health and wellbeing policy

**2. Physical activity**

**a) To raise awareness of the importance of physical activity for managing stress and maintaining mental wellbeing**

- Provide information on the importance of physical activity

**b) To recognise that workplace stress is a health and safety issue**

- Provide information on local gyms, classes and sports facilities

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### 3. Healthy eating

a) To raise awareness of the importance of healthy eating for both physical and mental wellbeing

- Provide information and resources on how healthy eating can contribute to mental health, for example, increasing levels of concentration and the ability to cope with everyday stresses

b) To encourage and support staff in making healthier eating choices

- Provide food storage and preparation areas for lunchtime meals
- Provide easy access to cold water in all offices and meeting rooms
- Encourage staff to eat lunch away from their desks

### Communication

All employees will be made aware of the workplace mental health and wellbeing policy - and the resources that are available to them.

The workplace mental health and wellbeing policy will be included in the employee handbook, as well as in induction packs. It will also be promoted each year and will be available to download from our website.

All staff will also be made aware of their own responsibilities in implementing the policy actions. Including, raising any issues or concerns, and seeking help from a line manager, HR, occupational health, or a mental health first aider. A mental health lead, or team will be established to ensure the policy actions are implemented across the business. Regular updates will be provided to all staff through line management.

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