**Health and Wellbeing Policy**

**Introduction**

This policy outlines the measures we will take to support your health and well-being at work. We are committed to creating an environment that promotes good mental health and where employees can thrive and feel supported.

We recognise that health and well-being are important to your success at work and that we can greatly support and encourage good well-being among our employees.

We aim to manage the physical and psychological aspects of your work correctly and to embed well-being initiatives into everything we do.

The policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

**Scope**

This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns and apprentices.

**Role and responsibilities**

**Organisation**

We are responsible for ensuring, so far as reasonably practicable, the health, safety and welfare of all our employees. We also have a duty to take reasonable care of anyone affected by our work.

In addition to reducing safety risks, this means operating our business in a way that manages stress at work. We will do this by ensuring that you:

* are given the tools that you need to do your job, including appropriate training and support;
* have a say in the way that you do your work;
* have an acceptable workload;
* have an excellent work-life balance;
* are empowered to respond to change positively;
* are treated with respect by your managers and colleagues; and
* are given the best working conditions.

We will evolve our well-being strategy and associated policies to ensure that we promote and support your health and well-being at every level.

**Line managers**

Line managers are responsible for supporting our well-being strategy by:

* monitoring workloads to ensure that they are manageable;
* monitoring working hours and holidays to ensure that individuals work appropriate hours and take regular breaks;
* becoming familiar with our policies and procedures that are likely to affect well-being, including those concerning equality, diversity and inclusion, bullying and harassment and flexible working;
* consulting individuals on changes that may affect their health and well-being;
* becoming familiar with employee-support services, for example, helplines, online material, occupational health services and counselling;
* encouraging individuals to participate in well-being initiatives;
* liaising with the relevant professionals, including HR, occupational health and other medical professionals, to ensure the successful rehabilitation of any individual who is on sick leave; and
* maintaining the confidentiality of any individuals that they are supporting.

**Employees**

You are responsible for supporting our well-being strategy by:

* taking reasonable care of their own health and safety and the health and safety of the people with whom they come into contact;
* working appropriate hours, taking regular breaks, and building healthy working habits into their day;
* alerting line managers to health and safety and well-being problems affecting their work;
* taking advantage of counselling and training opportunities; and
* getting involved in our well-being initiatives.

**Our wellbeing programmes**

We have invested in some activities to help you maintain your health and well-being. We have also implemented a series of initiatives to help raise awareness of health and lifestyle issues affecting mental health and well-being.

We also encourage you to suggest any well-being activities that could be initiated under this policy. You can do this by suggesting to your line manager or People Business Partner.

**Requesting support**

If you believe that your work, or some aspect of it, is putting your well-being at risk, you are encouraged to speak to your line manager. If, for any reason, you are unable to approach your line manager, you can talk to your People Business Partner.

We urge you to be as open as possible about any particular issues you are experiencing or adjustments you need to ensure you are provided with the right level of support.

Any health-related information you disclose during discussions with your line manager or the HR department will be treated sensitively and in confidence.

In some cases, we may refer you to occupational health so that they can advise on the type of support that may be appropriate. Occupational health may also signpost you to external sources of help and advice.

**Data protection**

We will process any personal data collected in accordance with our policy/policy. Data collected from the point at which we become aware of the issue is held securely, accessed by, and disclosed to individuals only to provide the necessary support.