



WELLBEING POLICY

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INTRODUCTION

We understand the positive impact that healthy and engaged employees make to the success of our business and that mental health will play a significant role in an employees' state of mind.

We appreciate that individuals can experience periods - sometimes prolonged periods - of poor mental health in the same way as with physical health. We commit to providing support for employees going through mental health problems because we recognise such employees can provide a substantial contribution to the success of this company.

For the purposes of this policy, the term 'mental health problem' includes mental health conditions that have been diagnosed by a medical professional as well as signs of stress and anxiety.

LEGAL OBLIGATIONS

We understand that, as a company, we must comply with health and safety legislation. We undertake to create a safe workplace in which we will actively take measures to limit risks to mental health and wellbeing.

We also acknowledge our obligations under the Equality Act 2010 in respect of making reasonable adjustments for employees suffering from a disability.

1) Manager Responsibilities

Managers will invite the employee to regular 1 to 1 meetings and ask them to talk openly about their mental health problems. The manager will not make presumptions about how the mental health problem is impacting on the employee personally and professionally. Initial action will include checking how the employee is getting on at work, in the same manner as if the employee was suffering from a known physical health problem.

In a more general sense, managers will strive to create an environment in which employees feel capable of approaching their manager to discuss their mental health.

2) Employee Responsibilities

Any support required by the employee is likely to be known by the employee themselves. We actively encourage employees to be open and honest about their mental health and to inform their manager of any issues at an early opportunity to allow these to be addressed. There is also an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues who have mental health problems.

Behaviour which is deemed by us as being harassing or bullying in nature which is either a contributory factor to an employee's poor mental health, or is in reaction to the employee's current situation, is unacceptable and will be dealt with under our disciplinary procedure.

WELLBEING PLAN

1) Employee action plan

If a manager identifies a mental health issue, they will meet with the employee and hold a 'Health and Wellbeing Meeting' with them. A form for this can be found on the Company Care Planning (Mobizio) software. Managers will then be able to work alongside the employee to identify triggers to their ill-health and look at things that can be done to help prevent or reduce the symptoms to their ill-health whilst at work (such as work adaptations, regular breaks etc.) From this information, a plan can be put in place to support the employee.

Any information in the plan, and the plan itself, will be kept confidential and reviewed on an ongoing basis by both the employee and their manager.

2) Workplace adjustments

We will endeavour to consider all reasonable workplace adjustments for any employee who is suffering from a mental health problem to ensure their situation does not create a barrier to actively contributing to the workplace. Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.

3) Managing absence and return to work

Where the employee is absent by reason of their mental health concerns, their manager will communicate with the employee at regular intervals during their absence as agreed with the employee. Our sickness absence policy will apply to the employee's absence as normal, subject to any reasonable adjustments in place for the employee.

Upon the employee's return from absence, a return to work meeting will take place followed by a health and wellbeing meeting, and any return to work plan agreed between the manager and the employee to ensure necessary steps can be taken to support the employee to remain in work.

CONFIDENTIALITY

Information concerning an employee's mental health is defined as sensitive personal information. This information will only be disclosed to others where necessary.

TRAINING

In order to be able to provide valuable support to an employee suffering from poor mental health, managers and other relevant members of staff will attend training in how to support positive mental health and how to deal with poor mental health in employees, including how to identify the signs of poor mental health in employees and how to take appropriate measures to proactively deal with it. Training will also include the taking of swift and appropriate action to discover whether the cause of the concern is work-related.

MENTAL HEALTH FIRST AIDERS

Some of our staff have completed training to become Mental Health First Aiders. This training enables them to be a point of contact for an employee who is experiencing a mental health issue or emotional distress. This interaction could

range from having an initial conversation through to supporting the person to get appropriate help.

Staff wishing to have contact with one of our Mental Health First Aiders can do so by completing a confidential self-referral form on the Staff Wellbeing Hub - <https://www.jrhsupport.co.uk/health-and-wellbeing-hub>

STAFF WELLBEING HUB

The JRH Support Staff Wellbeing Hub can be found in the staff section of the Company website. The hub provides information and advice about health and wellbeing and also signposts to mental health charities, organisations and support groups that can be accessed.

The Staff Wellbeing Hub also links to the Employee Assistance Programme.

EMPLOYEE ASSISTANCE PROGRAMME

We understand that sometimes it can be difficult to balance the pressures of work with the needs of home life, and we recognise help is sometimes needed to deal with the challenges you may face in life, both practical and emotional.

Because of this, we have purchased a confidential support service that is **free to use** for our staff and the immediate family members who live with them. Qualified and experienced counsellors are available to offer help and support in a professional, friendly and non-judgemental manner. The service can be accessed simply and quickly and it is completely confidential.

FREE ONLINE HEALTH & WELLBEING PORTAL

<https://wisdom.healthassured.org/login>

Organisation Code: MHA016219

(you will need to set up an account)

FREE 24 HOUR TELEPHONE COUNSELLING – 0800 047 4097

Download the app from Google Play or App Store

Search for 'Wisdom – learn, grow, thrive'

Organisation Code: MHA016219

Paul Battershall
General Manager