06 Wellbeing Policy

1. Introduction
   1. ABC Ltd has a legal duty to manage risks to the health and safety of our employees. This includes considering the wellbeing of all employees at work. ‘Wellbeing’ encompasses mental, physical, emotional and social health. We will support you in each of these areas.
   2. Please note that this Policy does not form part of your contract with us. We reserve the right to amend or remove this Policy.
   3. This Policy:

* Sets out our commitment to workplace wellbeing
* Identifies the different aspects of wellbeing and how they might impact you at work
* Provides practical advice on things that you and we can do to maintain your workplace wellbeing
* Provides details of support available from us and others to assist with the promotion of wellbeing both in and outside of the workplace
  1. This Policy applies to all those working for us at any location and in any capacity. It applies to all our employees, workers, contractors and volunteers.

1. Our wellbeing principles
   1. We are guided by the following general principles in our approach to wellbeing:
   2. [We will give non-judgmental and proactive support to individuals who experience mental health problems.]
   3. [We will give employees (including managers) information on, and increase their awareness of, wellbeing through access to training.]
   4. [We will set you realistic targets so that you do not work unreasonable hours.]
   5. We will comply with our legal duties to consider reasonable adjustments in the workplace.
   6. [We will identify any wellbeing issues by asking about health and wellbeing in appraisals and at exit interviews.]
   7. We will treat all matters relating to individuals and their health problems in the strictest confidence in accordance with our Data Protection Policy.
2. The different aspects of workplace wellbeing
   1. There are several different aspects of health and wellbeing. We aim to provide a healthy and balanced workplace which supports each of these aspects.
3. Mental wellbeing
   1. Mental wellbeing concerns your feelings and any health conditions which are not physical in nature. How you feel has a significant impact on your wellbeing. Mental health issues, such as stress, anxiety and depression, can dramatically impact your working life and your ability to work effectively.
   2. We want to have an open dialogue with you regarding your mental wellbeing.
   3. If your work affects your mental health, then you should raise this with your line manager. They will offer support to manage the issue, or point you in the right direction. For example, if you feel that your workload is unmanageable and is negatively impacting your mental wellbeing, then we can review your workload to ensure that adequate support is in place for you.
   4. A healthy work-life balance is important. We encourage you to approach us informally with any requests you may have for flexibility, whether short-term or long-term, to support your mental wellbeing. We also have a Flexible Working Policy for formal requests.
   5. We encourage you to take practical steps to safeguard your mental wellbeing at work on a day-to-day basis, for example, by taking regular breaks during the working day.
   6. Use your holiday entitlement effectively to help to maintain a healthy work-life balance. Do not work whilst you are on holiday.
4. Emotional wellbeing
   1. Emotional wellbeing is an aspect of mental wellbeing which focuses on how you feel about the workplace. Do you feel supported by your colleagues and managers? Do you have a clear understanding of the expectations placed on you? Do you feel supported in your workplace development and career progression?
   2. We will ensure you are clear about the expectations placed on you in your job role by providing a full job description and regular one-to-one discussions with your line manager regarding your performance.
   3. We will discuss your career aspirations with you so that you feel happy and fulfilled in the role you are doing and the direction of your career.
   4. We have in place a clear appraisal process which encourages discussion between us in relation to current performance and future work plans.
   5. We encourage you to let us know if you experience emotional difficulties associated with your work so that we can provide you with support. You should raise issues with your line manager in the first instance.
   6. We have a Grievance Policy which you can use if you believe that emotional wellbeing issues are not being handled effectively.
5. Physical wellbeing
   1. Physical wellbeing relates to your body’s physical health. This includes things such as diet, exercise, injuries and physical health conditions.
   2. We will support your physical wellbeing in the workplace in several ways. We have health and safety procedures in place to minimise any risks to physical health posed by the working environment itself. For more details, please see our Health & Safety Policy.
   3. [We make sure that our staff canteen offers a range of healthy eating options each day, encouraging you to make positive dietary choices.]
   4. [It is important to stay hydrated during your working day. We provide water coolers on site, which we encourage you to use. NHS guidance recommends drinking a minimum of 1.2 litres of water per day.]]
   5. You can make a difference to your physical wellbeing by making good health choices: healthy eating, undertaking regular physical exercise, refraining from smoking and avoiding excessive alcohol consumption.
   6. [We will support your physical wellbeing by [insert details of any initiatives or groups you have in place which might support physical wellbeing (e.g. subsidised gym membership, running groups, exercise classes, etc.)].
   7. [For office-based/depot-based/home-working employees: We encourage you to take breaks away from your workstation during the day. Consider taking a short walk during your lunch break – outside if possible. If you experience difficulty taking an exercise break and this affects your wellbeing, you should raise this with your line manager. They will offer support to allow you to take reasonable time out.]
6. Social wellbeing
   1. The employment relationship is an interactive one. You work alongside colleagues. The workplace should be a place of collaboration and not isolation. Social wellbeing is focused on promoting healthy interactions in the workplace, preventing isolation and encouraging respect among colleagues.
   2. We have a zero-tolerance policy on bullying and harassment in the workplace. See our Bullying & Harassment Policy for further information. If you have difficulties with workplace relationships, then this can be a source of stress and unhappiness at work, impacting your emotional and mental wellbeing. We urge you to reach out to your line manager for support with any issues you may experience. You can also utilise our Grievance Policy to ensure that workplace issues are handled and resolved appropriately.
   3. [If you have employees who work from home or are field-based: [If you work for us in a home-based role or a role which involves field-based working, then it is important to us that you do not feel isolated from the workplace. Isolation can be damaging to social wellbeing. We [insert details of any measures you have in place for keeping in contact with these employees and providing them with support – for example, regular catch-ups, in-person meetings, social events, etc.]
   4. [Include if applicable: [We hold social events throughout the year which provide opportunities for social interaction with your colleagues [insert illustrative examples here as appropriate]. For more information on our social events, please [insert details of where social events will be promoted (e.g. on the intranet/noticeboards etc.) ].
   5. You can support the emotional wellbeing of your colleagues by reviewing our policies on (e.g. Bullying & Harassment, Equality & Diversity) to check that your own social behaviours are in line with our expectations of you.
   6. [If you have office/site-based staff: [If your role is office- or site-based, we encourage you to make an effort to make time during your working day for social interaction with your colleagues. This could mean taking a tea break with a colleague or taking the time to ask them a non-work related question. This is likely to improve your social wellbeing and that of others.]]
   7. [If you have home/field-based staff: [If your role is home- or field-based, we encourage you to make sure that you don’t become isolated from workplace interactions. Use virtual communication tools, such as Teams, to keep in touch with colleagues remotely. Set up virtual lunches and tea breaks to catch up and take a break from your work.]
7. Return to work following absence
   1. If you are absent from work because of ill health, then we will support you on your return to work, in line with our Absence Management Policy. If we believe that we will be assisted by medical input, then we may ask for your consent to get a report from your doctor and/or occupational health and/or a doctor nominated by us. Options such as a phased return or adjusted duties will be considered as part of any return-to-work process. We want to facilitate a positive, healthy and effective return to work, in line with our wellbeing principles set out above.
8. Useful links and contacts
   1. The following links may be of use:

* Bullying & Harassment Policy
* Grievance Policy
* Flexible Working Policy

1. Administration of the Wellbeing Policy
   1. Name1 is responsible for the administration of this Policy. Should you have any feedback, please email to Email1.

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| Organisation Name: | ABC Ltd |
| Policy Adopted Date: | 1st January 2024 |
| Due for Review Date: | 1st January 2026 |
| Person Responsible for Policy: | Name1 |
| Email: | Email1 |