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1.0 - Purpose of the policy

Every UK employer has a duty of care to support the health, safety and wellbeing of its employees. 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 productivity, concentration levels 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. Staff who drink within sensible alcohol limits lower their risks of long term related issues, as well as reducing the risks of workplace accidents.

1.1 - This policy encompasses the range of responsibilities that **TectoHire®** has as an employer in promoting healthy lifestyles and supporting wellbeing in the workplace. **TectoHire®** will seek to increase knowledge and awareness of health and wellbeing issues amongst its workforce and encourage the adoption of healthy lifestyle behaviours. As an organisation we will facilitate our staff to actively participate in a range of initiatives to support health and wellbeing.

1.2 – This policy should be read in conjunction with other health policies including **TectoHire®’s** Smokefree, Alcohol, Health and Safety and Absence Management policies.

1.3 - This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers, agency workers and visitors* (delete as appropriate)

2.0 - Responsibilities of managers

Managers ensure that all employees are:

- made aware of this policy;
- actively support and contribute to the implementation of this policy, including its goals and objectives; manage the implementation and review of this policy.

Managers should

- attend management training including that related to health and wellbeing
- ensure work load and job design supports the health and wellbeing of staff as much as is reasonably practicable
- feedback and issues affecting health and wellbeing to the designated senior manager, or health and safety representative.

3.0 – Responsibilities of staff

Employees are encouraged to:

- understand this policy and seek clarification from management where required;
- consider this policy while completing work-related duties and at any time while representing **TectoHire®**
- support fellow their fellow colleagues in their awareness of this policy
- support and contribute to **TectoHire®'s** aim of providing a safe, healthy and supportive environment for all workers.
- engage in initiatives and support offered through **TectoHire®'s** wellbeing plans.
- feedback any issues relating to health, safety and wellbeing to their line manager or the designated health and safety representative.

4.0 - Responsibilities of Human Resources / the Organisation

TectoHire® will ensure that:

- all employees receive a copy of this policy during the induction process or in their employee handbook;
- all staff are made aware of the health and wellbeing support offered by the organisation during the induction process
- this policy is easily accessible by all members of the organisation.
- employees are informed when a particular activity aligns with this policy
- employees are empowered to actively contribute and provide feedback to this policy; and
- employees are notified of all changes to this policy.
- The organisation will support health and wellbeing by managing workloads and job design to eliminate stresses and causes of ill health in line with Health and Safety Executive guidance, following the management standards for Stress, carrying out regular workplace risk assessments and implementing changes to reduce and eliminate risks accordingly. The HSE management standards are as follows. You can click on the hyperlinks for further information:
 - [Demands](#) – this includes issues such as workload, work patterns and the work environment
 - [Control](#) – how much say the person has in the way they do their work
 - [Support](#) – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
 - [Relationships](#) – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour
 - [Role](#) – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
 - [Change](#) – how organisational change (large or small) is managed and communicated in the organisation
- Human Resources will be responsible for initiating reviews of this policy as appropriate.

5.0 - Support for staff in the workplace

TectoHire® recognises its duty towards its employees and improving health and wellbeing within the workplace.

6.0 – Monitoring and review

TectoHire® will review this policy {six/twelve} months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from employees, the Health and Wellbeing Committee (if applicable), and management; and by review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.
- A mental health and wellbeing at work risk assessment.
- Staff sickness, presenteeism and staff turnover levels
- Exit interviews
- Use of occupational health or counselling services
- Staff complaints or referrals
- Feedback from the company's mental health lead, or qualified mental health first aider

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