

SCOPE

This document establishes the Wellbeing Policy for Galliford Try Employment Limited. References in this policy to the 'Company' are to Galliford Try Employment Limited. References in this policy to 'our people' are to employee(s) of Galliford Try Employment Limited.

PURPOSE

The Company is committed to protecting the health, safety and well-being of all our people. We wish to encourage and promote a supportive working environment and culture for all our people.

The Galliford Try Employment Limited Wellbeing Policy will be brought to the attention of all our people. This Policy does not form part of our people's contract of employment and may be amended by the Company from time to time. It will be reviewed annually.

WELLBEING POLICY**1. General Principles**

We place a high value on maintaining a healthy and safe working environment for all our people and recognise our duty of care extends to both the physical and mental health of our people. We have put in place a number of initiatives to help identify, avoid and alleviate any health concerns our people may have:

- Promoting a culture of encouragement, participation and open communication;
- Increasing awareness and understanding of the causes of illnesses such as work-place stress and ways of combating it;
- Assisting our people in managing stress in themselves and others;
- Promoting a workplace where harassment, bullying and victimisation is not acceptable;
- Providing appropriate confidential support for those suffering from stress, in the form of support from HR and line management, referral to occupational health and the Employee Assistance Programme Helpline.

2. Our People

2.1 All of our people have a duty to themselves and others to minimise ill health by behaving responsibly, acting reasonably and reporting any health concerns to their manager.

2.2 Our people can help themselves by:

- Ensuring there is effective communication between themselves and management and team members and cooperate with any advice or support that is given;
- Regularly reviewing their objectives and priorities;
- Ensuring effective time management by monitoring working hours, overtime, workloads and travel schedules and using their holiday entitlement; and
- Supporting the Galliford Try Employment Limited Equality, Diversity and Inclusion Policy and the Galliford Try Employment Limited Anti-harassment and Bullying Policy.

3. Managers

Managers have a responsibility to:

- Participate in the culture of open communication and encouragement, and provide opportunities for team members to contribute ideas especially in planning and organising their own jobs;
- Prioritise tasks and effectively plan and allocate workloads;
- Be aware of/seek to identify early signs of stress in team members and seek timely guidance from your HR contact who may seek input from the occupational health provider (some indicators might be drop-off in performance, increased sickness absence, irritability etc. – this list is not exhaustive and concerns should be addressed to your HR contact); and
- Conduct effective back to work interviews to seek to identify underlying reasons for absence where possible.

4. Stress – General

There are three key areas to consider when dealing with stress as detailed below:

4.1 Identifying the source of the stress

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". There is an important distinction between the beneficial effects of reasonable pressure and challenge (which can be stimulating, motivating and satisfying) and undue stress, which results when pressure becomes excessive and can be detrimental to health. We recognise triggers of stress and the capacity to deal with stress will vary from person to person and individuals will react to similar situations in different ways. When stress has been identified, there are a number of actions that managers should consider in order to eliminate the stress:

- Ensure employees are matched to jobs i.e. compatible with individual's needs and capabilities, and targets are reasonable and sustainable;
- Equip employees with the necessary skills, information, training and resources to do their job;
- Ensure our people are treated consistently and fairly;
- Ensure good two-way communication and feedback, particularly during times of change (e.g. regular team briefings, notice boards, email);
- Ensure any changes within the Company are managed properly;
- Encourage a supportive organisational climate so that our people don't feel awkward about admitting difficulties;
- Employees should be informed of the services available to them (e.g. the confidential Employee Assistance Programme and the ability to speak to someone from HR);
- Self-development issues should be incorporated into career appraisals; and
- Tasks and responsibilities should be well defined.

4.2 Risk Assessment/Analysis

Where appropriate, a risk assessment of stress in the workplace will be carried out by a manager responsible for Health and Safety in conjunction with the Occupational Health provider and/or the HR Team.

4.3 Equipping people to deal with stress more effectively

Various policies and training courses have been developed by HR to alleviate stress at work and at home. For example:

- Galliford Try Employment Limited Grievance Policy
- Galliford Try Employment Limited Flexible Working Policy
- Employee Assistance Programme

5. Treating the Effects of Stress

Rehabilitation and recovery will be supported by the Company and the following are some of the support routes currently available:

- Counselling via the confidential Employee Assistance Programme;
- Return to work interviews;
- Follow up interviews; and
- Performance management

6. Procedure for resolving cases of stress at work

- 6.1 If an employee feels that he/she is suffering from stress he/she should discuss this with his/her manager in the first instance, who will deal with the matter promptly and in the strictest confidence. If the employee feels unable to do so he/she should contact HR or speak to an independent adviser via the Employee Assistance Programme.

6.2 All reasonable efforts will be taken to reduce any work related stress as quickly as possible, these may include:

- A workload review, reallocation of work, monitoring of future workloads or possible redeployment, always taking into account individuals views
- Where appropriate, investigation under our disciplinary or grievance procedure
- Referral for medical advice or a medical report

7. Useful Contacts

HR Hub by telephone on 01455 231828 or by email to HR.Hub@gallifordtry.co.uk.

HR Contacts for advice and guidance.