



Wellbeing Policy

This policy applies to all companies within the Relyon Group.

Relyon are committed to providing a safe and healthy working environment for its employees, looking after your physical and mental wellbeing.

This policy sets out the ways in which we look after the wellbeing of our employees.

Purpose

Being in employment positively impacts a person's overall wellbeing. It provides a sense of identity, intellectual challenge, builds and develops on new skills and can provide a person with a sense of achievement. Relyon wish to provide a culture that empowers individuals to take positive steps to improve their health and wellbeing when at work.

The aim of this policy is to:

- Promote positive mental and physical health wellbeing
- Raise awareness of the importance of taking care of yourself both physically and mentally
- Highlight common issues that are associated with poor mental and physical health
- Provide support to Line Managers in how to manage poor mental and physical health
- Promote the roles and responsibilities of those within the Company who taking a leading role in supporting the health and wellbeing of our employees.

This policy is not contractual but outlines the ways in which we aim to build and maintain a workplace culture that supports health and wellbeing of individuals within the workplace.

Scope

This policy covers all employees, including those on fixed-term, zero hour or temporary contracts.

Responsibilities

Employer

Relyon will:

- Provide and maintain a health and wellbeing culture which meets to standards set out in our health and safety policy.

- Provide training, instructions and information to employees that enable them to carry out their work without a risk to their health.
- Adopt a proactive approach towards the prevention of poor health and wellbeing.
- Make available appropriate measures that support a working environment that promotes positive health and wellbeing.
- Ensure that each new employee is given induction training which covers the importance of taking positive steps towards their own health and wellbeing.
- Inform employees of any changes to health and wellbeing working practices or amendments to health and safety procedures of changes in legislation.
- Ensure that all managers are aware of their roles and responsibilities in implementing positive culture supporting the health and wellbeing of all employees.

Employee:

We encourage all employees to be supportive of our commitment to maintaining a positive health and wellbeing culture by:

- Ensuring they are aware of their responsibilities regarding health and welfare.
- For healthy working practices defined in our health and safety policy and working procedures.
- Informing their Line Manager of any serious or imminent danger and reporting any shortcomings they see in health and wellbeing arrangements.
- Seeking guidance from their Line Manager if they are in any doubt concerning any health and safety issue.

Benefits of a Healthy Lifestyle

According to the NHS, people who maintain a healthy lifestyle or regular exercise and a healthy diet, reduce their risk of major illness such as type 2 diabetes, strokes, cancer and coronary heart disease. It can also reduce the risk of early death.

The NHS further reports that being physically active improves mental wellbeing by raising self-esteem, helping to set goals and achieving them, and causing chemical changes in the brain which can positively change a person's mood.

Eating a healthy balanced diet is important for maintaining good health and body weight.

It is known that employees who focus on a healthy lifestyle will need less time out from the workplace due to sickness and poor health. When in work a person feels like they are contributing to something, which is also beneficial to positive mental health.

Mental Wellbeing

The World Health Organisation (WHO) defines mental health as:

“A state of wellbeing in which every individual realises their own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to their community”

Relyon recognises the positive benefits that offering mental health initiatives can have on the body and mind and will encourage and support employees in keeping mentally well by:

- Having training Mental Health First Aiders in the workplace.
- Raising awareness and increasing employees understanding of mental health and common issues that are associated with it.
- Supporting Line Managers who need help to manage a team member with mental health and wellbeing issues.
- Supporting employees who may have an immediate family member at home with mental health issues.
- Encourage employees to manage their annual leave entitlement so that it is taken evenly throughout the year and not left to the end.

Mental Health First Aiders

Relyon have Mental Health First Aiders who provide initial support to employees at work experiencing a mental health crisis. Their role is to provide immediate support until professional help is received or until the crisis is resolved.

The aim of a Mental Health First Aider is to:

- Preserve life where a person could be a danger to themselves or others.
- Alleviate suffering by providing immediate support and comfort.
- Prevent the condition from developing into a more serious problem.
- Promote the recovery of good mental health by signposting and assisting with obtaining professional support.

The roles and responsibilities of the Mental Health First Aider include:

- Being a point of contact for anyone experiencing a mental health problem.
- Identifying the signs and symptoms of mental ill health.
- Starting supportive conversations and knowing what language and questions to use.
- Listening non-judgmentally and providing reassurance.
- Assessing the risk of self-harm and if the person is a danger to themselves or others.
- Signposting and encouraging professional support.
- Reducing the mental health stigma at work and challenging stigma, discrimination and bullying.
- Promoting a positive culture in the workplace.
- Calling for the appropriate emergency services if necessary.
- Maintaining confidentiality, record keeping and following up.

A list of Mental health First Aiders is available on Staff Noticeboards located in each office.

Stress

The Health and Safety Executive defines stress as:

“The adverse reaction people have to excessive pressures or other types of demands placed on them”

A certain amount of stress can be good, in certain circumstances. We become concerned when employees experience stress that can have an adverse reaction and place excessive pressure on them as a result.

Any employee who believes they are suffering from the negative effects of stress, rather than worrying about it, is encouraged firstly to speak to their Line Manager. Alternatively, you can also speak to:

Philippa Wood – Head of Group Services

Gemma Perrott – Head of Operations

Maxine Targett – Managing Director

Nicola Hawkins – Operations Manager

If necessary, we will carry out a stress risk assessment. This will include a review of the employee's actual duties against those described in their job description. The risk assessment will identify pressures at work that could cause high and long-lasting levels of stress, identifying who could be affected by these pressures and taking appropriate steps to deal with them, such as reducing workload or transferring to other duties where appropriate.

The Right to Disconnect

Relyon understand the importance of being in work for employees however the work/life balance is equally important in being able to maintain a healthy level of working hours. We fully support an employee's right to disconnect from work outside of their contractual hours, regardless of job title or grade and commit to the following action:

- Management, including senior leaders, will not expect responses to work correspondence such as emails and telephone calls sent to employees out of hours, where they employee has explicitly requested that they do not wish to be contacted out of hours.

