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Wellbeing Policy		HR036	4.0
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EMPLOYEE WELLBEING POLICY

Policy Statement

Activate Learning is committed to fostering a positive and supportive environment, focused on promoting employee health and wellbeing, and acknowledge the legal and moral duty in taking steps to promote positive employee wellbeing and mental health in the workplace.

This policy covers Activate Learning's ongoing commitment to employee health, the responsibilities of managers and others for promoting positive psychological health, encouraging health promotion initiatives, and communicating and training on health issues, signposting the range of support available for the maintenance of mental health, and organisational commitment to handling individual issues.

Line managers are expected to support and promote health and wellbeing within Activate Learning and play a crucial role in promoting a happy, healthy and inclusive environment and setting the tone for employee interactions.

Employees are encouraged to discuss and declare any relevant health and wellbeing matters to Activate Learning and to take responsibility for their own health and wellbeing by making use of any available resources to support health and wellbeing either through the organisation or via external bodies. This policy should be considered alongside the Mental Health Matters Here, Activate Learning's Mental Health Strategy.

Background

The aim of this policy is to describe Activate Learnings' commitment to the mental health and wellbeing of employees in its broadest, holistic sense, setting out how the organisation fulfils its legal obligations, the responsibilities of different functions and specialists and the range of services available to help employees maintain health and wellbeing. The organisation recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and organisational performance.

Purpose

Activate Learning acknowledge the potential impact that work has on an individual's physical and mental health and will work with employees to make available a range of resources to maximise the physical, mental and social wellbeing of all staff.

Activate Learning is committed to the creation of a working environment in which staff and managers are proactive in the identification of opportunities to enhance employee wellbeing.

Activate Learning is committed to creating and maintaining a healthy, safe and supportive and health promoting working environment.

Scope

Activate Learning will put in place measures to prevent and manage risks to employee wellbeing and provide specialist support both within the organisation and using external providers to support employees. It will also ~~seek~~ to foster a mentally healthy culture.

Activate Learning recognizes the legal obligations under health and safety legislation to manage risks to the health and safety of employees. The wellbeing policy expands upon the Health, Safety and Environment policy, setting out how Activate Learning will promote the wellbeing of employees.

Definitions

Wellbeing is the act of practicing healthy habits on a daily basis to attain better physical and mental health

outcomes, so that instead of just surviving, you're thriving.

To understand the significance of wellbeing, it's important to understand how it's linked to health. According to the World Health Organization (WHO), health is defined as being "a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity."

Several key areas of our lifestyles are considered dimensions of overall Wellbeing. They include: social connectedness, exercise, nutrition, sleep and mindfulness. Each one has an impact on our physical and mental health. By making simple and healthy choices daily, we will be well on our way towards reducing stress, having positive social interactions and achieving optimal wellbeing.

Responsibilities

Employees

Employees should take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, alcohol consumption and smoking) and informing the organisation if they believe work or the work environment poses a risk to their health. Any health-related information disclosed by an employee during discussions with managers, the HR department or the occupational health service is treated in confidence.

Employees are expected to:

- Treat colleagues and all other persons with whom they interact during the course of their work with consideration, respect and dignity;
- Raise concerns with their line manager if they feel there are work issues that are causing them stress and having a negative impact on their wellbeing;
- Observe any steps taken by their line manager to reduce or eliminate risks;
- Report any adverse incidents or illness associated with their work;
- Consider any health and wellbeing support including programmes / initiatives being offered to them.
- Be aware of the Mental Health Matters Here strategy and where to access or signpost support.
- Support wellbeing by driving personal and professional growth through Clear Review.

Human Resources

The HR department will develop organisation-wide policies and procedures to protect the wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the objective of helping and supporting employees to maintain good psychological health and will:

- Provide advice to line managers and employees on best practice in relation to human resource management, developing policies and procedures as required;
- Ensure there are arrangements in place to support individuals experiencing stress, referring them to Occupational Health where appropriate;
- Ensure there are arrangements in place to support managers experiencing problems with employee performance;
- Collate management information which will enable Activate Learning to measure its performance in relation to stress management and employee wellbeing, such as: -
 - Sickness absence data
 - Staff turnover, exit interviews
 - Number of self-referrals to the EAP service
 - Number of referrals to Occupational Health
 - Numbers of grievance and harassment cases
- Seek the views of employees on the effectiveness of the wellbeing policy and stress management arrangements using staff surveys and other appropriate questionnaires.

Line Managers

Line managers will put in place measures to minimise the risks to employee wellbeing, particularly from negative pressure at work. Managers should ensure that employees understand their role within the team and receive the necessary information and support from managers and team members to do their job.

Managers must also familiarise themselves with the Activate Learning's policies on Equality and Diversity, Sickness Absence, Grievance and Disciplinary Procedures and the Professional Conduct Policy, also The Learning Philosophy to support employees, for example on bullying and harassment issues.

In particular, line managers must ensure that they take steps to reduce the risks to employee health and wellbeing by:

- Ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications;
- Communicating effectively and regularly with their teams. Holding regular one to one meetings, and using the Clear Review system to review and feedback on performance. Keeping employees in the team up to date with developments at work and how these might affect their role and workload;
- Ensuring that employees know who to approach with problems and the correct reporting structure;
- Ensuring that jobs are designed fairly and that work is allocated appropriately between teams;
- Ensuring that work stations are regularly assessed to ensure that they are appropriate and fit for purpose;
- Undertaking risk assessment when required;
- Actively encouraging an open culture regarding mental health and wellbeing;
- Encouraging employees to participate in employee wellbeing initiatives;
- Creating a positive culture in which to work.

Occupational Health

Activate Learning engages the services of Occupational Health professionals to provide a comprehensive and specialist service designed to help employees stay in work, or to return to work, after experiencing ill-health problems.

Occupational Health professionals will play a critical part in developing rehabilitation plans for employees returning to work after absences related to mental ill health, and work with GPs and line managers on designing jobs and working environments to ensure that rehabilitation is successful. Occupational Health professionals will also provide specialist and supportive advice to employees and line managers on mental health conditions and employee wellbeing.

Employee Assistance Programme

Activate Learning offer an Employee Assistance Programme (EAP) to all employees. The EAP helpline is a professional, confidential resource available to all staff which provides counselling and consulting support 24 hours a day, 7 days a week. EAP is a work-based intervention programme aimed at practical assistance and provides fully trained support to help employees through difficult times. These problems may include, but are not limited to, health, legal, marital, relationships, family, financial, substance abuse or financial difficulties and emotional concerns.

This service can be accessed 24 hours a day, 365 days a year, the full details of the services and the relevant contact details can be found on SharePoint.

Health Promotion Initiatives

Activate Learning will develop and run a range of health and wellbeing promotion initiatives designed to raise awareness of health and lifestyle issues affecting mental health and wellbeing. The HR department will work with the organisation to promote these programmes; the programmes will be evaluated to determine their effectiveness within the business.

The programmes will cover topics such as:

- Stress management;
- Menopause support
- Wellbeing Ambassadors;
- Training;
- Mental Health First Aiders;
- Health awareness;
- Physical activity and fitness;
- Promotion of Activate Learning courses and encourage participation from employees.

Employees will also be encouraged to establish clubs and groups designed to foster wellbeing, for example lunchtime walking. Employees will be encouraged via Sharepoint and Viva Engage to actively contribute to future health initiative sessions and promote the successes.

Training and Communications

Line managers and employees will regularly discuss individual training needs to ensure that employees have the necessary skills to adapt to ever-changing job demands.

All employees are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example team meetings, one-to-one meetings, electronic communications and organisation-wide methods. The organisation will ensure that structures exist to give employees regular feedback on their performance, and for them to raise concerns.

Line Managers should provide a mixture of informal and formal management processes to regularly check the wellbeing of staff and allow for personal discussion. These include: performance management and one to one conversations recorded in Clear Review and regular team meetings.

If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager. The discussion should cover workload and other aspects of job demands and raise issues such as identified training needs.

References

This employee wellbeing policy should be read in conjunction with other Activate Learning policies and procedures covering attendance and health (all of which are available on Sharepoint):

- Health, Safety and Environment Policy
- Sickness Absence Procedure
- Menopause Procedure
- Equality and Diversity Policy
- Professional Conduct Policy
- Flexible Working Procedure
- Grievance Procedure
- [Mental Health Strategy](#)

<https://www.hse.gov.uk/stress/mental-health.htm>

<https://activatelearning.sharepoint.com/sites/wellbeing>

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