



Staff Wellbeing Policy

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1.0 Purpose of the policy

Fair Deal 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 organisation. 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, organisations can improve the general wellbeing of employees, reduce burnout, absenteeism and presenteeism, lower staff turnover, increase staff engagement, 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 burnout, and stress while also improving meaningful engagement, 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 Fair Deal has as an employer in promoting healthy lifestyles and supporting wellbeing in the workplace. Fair Deal 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 Fair Deal health policies including:

- Health and Safety Policy
- Family Friendly Policy
- Attendance and Absence Management Policy
- Alcohol and Substance Misuse Policy
- No Smoking Policy
- Stress Management Policy

1.3

This policy covers all Fair Deal employees, bank workers, agency workers, volunteers and visitors.

2.0 Policy Objectives

The policy covers the following areas, with objectives aligned as follows:

Mental wellbeing:

Promoting mental wellbeing by:

- Providing information and raising awareness of mental health issues
- Promoting policies and actions that support mental wellbeing in the workplace
- Equipping employees with the skills to support their own mental health
- Creating a supportive workplace culture, tackle factors that may have a negative impact on mental health, and ensure leaders have the right skills to support staff
- Delivering non-judgemental support to any staff member experiencing a mental health issue

- Evaluating how working conditions and the organisation's policies are influencing mental health
- Delivering a thorough induction for all new staff, providing an outline of the organisation, the policies and the role they are expected to play
- Providing ways for staff to support their own mental wellbeing
- Dealing with any conflict quickly and make sure the workplace is free from bullying, harassment, racism or discrimination
- Providing all staff with clear job descriptions, objectives and responsibilities, as well as the training to do their job well
- Ensuring that there is good communication between leaders, staff and teams
- Providing support and guidance for any member of staff experiencing mental health issues
- Treating staff members with mental health issues fairly and without judgement
- Encouraging staff to talk to occupational health, a counsellor or GP
- Offering phased returns to work if a team member has been on long term sickness absence, with support at each stage
- Treating all matters relating to staff mental ill health in the strictest confidence, and only share information with prior consent from the individual concerned
- Supporting the employment of people who have experienced mental ill health
- Demonstrating a positive attitude to employees and job applicants with mental health issues
- Keeping all staff involved in the recruitment process informed and aware of mental health issues and the Disability Discrimination Act, and not assuming that those with a mental health issue will be more susceptible to workplace stress, or will necessarily take more time off than other applicants
- Providing all line managers with mental health first aid training, or have the skills to manage mental health in the workplace
- Provide all staff with trauma-informed care and responsive approach training
- Recognising that workplace stress is a health and safety issue
- Identifying workplace stress factors/scenarios and carry out risk assessments of the organisation
- Offering support through a confidential counselling service
- Promoting sources of support for issues linked to mental health such as financial wellbeing, gambling awareness, alcohol services and the like

Physical Wellbeing:

Promoting physical wellbeing by:

- Raising awareness of the importance of physical activity for managing stress and maintaining mental wellbeing
- Providing leaflets and information on the importance of physical activity
- Mapping out walking trails or routes in the local area and publicise them across the organisation
- Providing information on local gyms, classes and sports facilities
- Providing details on the UK's Cycle to Work Scheme
- Supporting a healthy, balanced diet in the workplace
- Encouraging staff to drink 6-8 glasses of water a day
- Supporting staff to seek support for problematic alcohol or substance misuse
- Promoting a smokefree workplace environment and supporting employees to quit smoking
- Promoting worker social and emotional wellbeing through workplace practices and policies
- Providing easy access to cold water in the office and meeting rooms

- Encouraging staff to bring a packed lunch when supporting others
- Encouraging staff to eat lunch away from their desks or workstations
- Encouraging staff to explore mindfulness and meditation

Workplace Management:

Equipping leaders with the skills to:

- Identify and assist those with mental ill health
- Raise awareness of mental and physical wellbeing across the organisation
- Identify workplace stressors to eliminate stress or control the risks from stress
- Encourage training for all managers and leaders in good management practices
- Provide adequate resources to enable managers to support staff and carry out their roles
- Provide training in trauma informed care and responsive approach
- Provide resources to help managers implement the organisations workplace mental health and wellbeing policy

Offering support to employees by:

- Making flexible working hours available
- Setting realistic targets and deadlines for staff to minimise long working hours
- Ensuring staff have rest days between shifts
- Ensuring staff take their annual leave throughout the year
- Creating a culture that supports the wellbeing of all employees
- Offering help, support and guidance to those with a mental health issue
- Assisting those returning to work after a period of mental ill health
- Implementing mental health awareness, trauma informed care and responsive approach training across the organisation
- Ensure safe staffing levels are adhered to
- Providing confidential counselling for staff affected by stress caused by work e.g. witnessing an injury, on site harassment etc.
- Training up employee wellbeing champions in the workplace
- Raising up Workplace Health Champions by providing adequate training. Workplace Health Champions will assist Fair Deal in running health and wellbeing initiatives within the organisation

Supporting those coming back to work by:

- Making any necessary adjustments to the role/environment including phased returns
- Establishing agreed recruitment practices
- Retaining and supporting staff who develop mental ill health
- Raising awareness of long term health conditions, both physical and mental amongst staff and leaders

3.0 Responsibilities of leaders

Leaders 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.

Leaders should:

- attend leadership and 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 leadership team and health and safety group

4.0 Responsibilities of staff

Employees are encouraged to:

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

5.0 Responsibilities of Fair Deal

Fair Deal will ensure that:

- all employees receive a copy of this policy in their induction folder
- 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 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, 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
- CEO will be responsible for initiating reviews of this policy as appropriate.

6.0 Support for staff in the workplace

Fair Deal recognises its duty towards its employees and improving health and wellbeing within the workplace. The following sources of support exist locally and will be promoted to staff:

<https://www.rowan-consultancy.co.uk/employee-counselling-service/>

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Classification: Business Use

<https://www.optimahealth.co.uk/download/making-a-referral/>

<https://www.sssc.uk.com/supporting-the-workforce/leadership-improvement-learning-and-wellbeing/workforce-wellbeing-support/>

<https://wellbeinghub.scot/the-workforce-specialist-service-wss/>

<https://www.hsf.eu.com/>

<https://www.nhsinform.scot/care-support-and-rights/nhs-services/helplines/quit-your-way-scotland/>

<https://www.gov.scot/publications/resources-mental-health-wellbeing-primary-care-services/pages/19/>

<https://www.glasgow.gov.uk/article/6372/Health-and-Wellbeing>

<https://www.scottishdrugservices.com/>

<https://www.sfad.org.uk/>

7.0 Monitoring and review

Fair Deal will review this policy 12 months after implementation and 3-yearly thereafter.

Effectiveness of the policy will be assessed through:

- Feedback from employees, and leaders; and by review of the management review group 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

Document Information

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Approved By:	Fiona Dunwoodie
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Amendment History

Date	Version	Created By	Description of Change
22/12/2024	1	Anne Marie Borthwick	Initial Release