

# Employee Wellbeing Policy

## Introduction:

*Momentum Support* has developed an employee wellbeing policy to manage its obligations to maintain the mental health and wellbeing of all staff. It covers the organisation's commitment to employee health, the responsibilities of managers and others for maintaining psychological health, health promotion initiatives, communicating and training on health issues, the range of support available for the maintenance of mental health, and organisational commitment to handling individual issues.

## Objectives:

The aim of this policy is to describe the organisation's commitment to the mental health and wellbeing of employees in its broadest, holistic sense, setting out how *Momentum Support* fulfils its legal obligations, the responsibilities of different functions and specialists and the range of services available to help employees maintain health and wellbeing. *Momentum Support* 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.

## Organisational Commitment:

*Momentum Support* has legal obligations under health and safety legislation to manage risks to the health and safety of employees. In addition to reducing safety risks, this means operating the business in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are not unacceptable and having policies and procedures in place to support individuals experiencing ill health at work.

*Momentum Support* will put in place measures to prevent and manage risks to employee wellbeing, together with appropriate training and individual support. It will also seek to foster a mentally healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work.

## Responsibilities:

### *Organisation*

*Momentum Support* has a legal duty of care to employees to ensure health at work, as set out in the Safety, Health and Welfare at Work Act 2005. *Momentum Support* will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals.

### *Line Managers*

Line managers will put in place measures to minimise the risks to employee wellbeing, particularly from negative pressure at work. Managers must familiarise themselves with the Health and Safety training & standards and use these to mitigate psychological risks in their teams. For example, 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 organisation's policies on diversity and tackling inappropriate behaviour in order to support staff, 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.
- Keeping employees in the team up to date with developments at work and how these might affect their job and workload.
- Ensuring that employees know who to approach with problems concerning their role and how to pursue issues with senior management.
- Making sure 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.

### ***Human Resources***

The Human Resources (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, if required, and other medical professionals, with the object of helping employees to maintain good psychological health.

### ***Occupational Health***

Occupational health professionals will provide a comprehensive service designed to help employees stay in work, or to return to work, after experiencing health problems. This will include preparing medical assessments of individuals' fitness for work following referrals from line managers and approval from the HR Department, liaising with GPs and working with individuals to help them to retain employment.

Occupational health professionals will play a critical part in developing rehabilitation plans for employees returning to work after absences related to 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 design and implement health promotion and lifestyle behaviour management programmes, including initiatives on managing pressure and ongoing health conditions at work.

### ***Employee Assistance Programme***

Momentum Support provide an Employee Assistance Programme for all employees. This is a free and confidential service offered to all staff. This service can be used to alert the organisation's management to clusters or "hotspots" of psychological risk in the organisation, drawing on anonymised data provided by calls to its 24-hour helpline and information from counselling with employees. The contact number is ROI: 1800 936 071 / UK: 0800 030 5182

## *Employees*

Employees must 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 **Momentum Support** 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.

### **Health Promotion Initiatives:**

**Momentum Support** will develop and run a range of health promotion initiatives designed to raise awareness of health and lifestyle issues affecting mental health and wellbeing. Occupational health professionals and the HR Department will have primary responsibility for leading these programmes, but line managers and employees will be expected to participate.

Employees will also be encouraged to establish clubs and groups designed to foster wellbeing, for example lunchtime walking.

### **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. An examination of training needs will be particularly important prior to, and during, periods of organisational change.

Managers and employees are encouraged to participate in communication/feedback exercises. 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. **Momentum Support** will ensure that structures exist to give employees regular feedback on their performance, and for them to raise concerns.

**Momentum Support** will consider special communication media during periods of organisational change.

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 or the HR Department. The discussion should cover workload and other aspects of job demands, and raise issues such as identified training needs.

A referral to the occupational health team will be made if this is considered appropriate after an employee's initial discussion with their manager or the HR Department. Discussions between employees and the occupational health professionals are confidential, although the occupational health team is likely to provide a report on the employee's fitness to work, and any recommended adaptations to the working environment, to the HR Department.

Other measures available to support employees in maintaining health and wellbeing include;

- An Employee Assistance programme.
- A Mental Health first-aid programme.
- Procedures for reporting and handling inappropriate behaviour (for example bullying and harassment).
- Subsidised gym/sports facilities.

- Special leave arrangements.
- Opportunities for flexible working.
- Support for workers with disabilities.
- Momentum Support's Grievance Policy.