



UK COLLEGE
OF BUSINESS AND COMPUTING

Employees

Health and Wellbeing

Reviewed by	AW
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Health and Wellbeing Policy and Procedure

Purpose

UKCBC are committed to supporting our employees' health and wellbeing. Mental and physical health are important and we acknowledge that the work place and work activities can have an impact on one's mental and physical health, therefore UKCBC is committed to creating a positive impact for our workers.

This Policy provides a framework within which UKCBC will endeavour to encourage, facilitate and support their Employee with health and wellbeing; where reasonably practicable minimising detrimental impacts of work related stress and providing employee with the necessary support in the workplace. Wellbeing is dependent on a number of factors many of which can be work related, UKCBC recognises that our employee's wellbeing will be supported or achieved by:

- encouraging our workforce to seek a sensible work-life balance
- considering requests for career breaks
- encouraging employee fitness
- promoting dignity at work
- minimising the stressful impacts of work
- managing sickness absence effectively.

Scope

This policy applies to all employee of UKCBC.

Whilst UKCBC acknowledges that it has a legal obligation to manage work-related factors that could potentially harm an employee's health and wellbeing, including work related stress, UKCBC also recognises that those that describe their wellbeing as poor, this could be a combination of both work and outside work in their personal lives. This policy does not make a distinction between work- related and personal factors in supporting employee health and wellbeing.

Definitions

Wellbeing and Mental health

Mental health is a state of wellbeing in which the individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her own community (*World Health Organisation*).

The Law

UKCBC has a duty of care to its employees in accordance with the Health and Safety at Work Act (1974), to ensure the health, safety and welfare of all its staff. The Act also places a general duty on the employee to co-operate with his/her employer to enable that duty to be complied with.

Stress

The adverse reaction people have to excessive pressures or other types of demand placed on them at work. People can become stressed when they feel they don't have the resources they need (whether material, financial or emotional) to cope with these demands (*CIPD*).

Responsibilities

UKCBC is responsible for:

- promoting a culture of co-operation, trust and mutual respect;
- providing information on resources and services external to UKCBC;
- ensuring that there is advice and guidance on procedures to support employees experiencing health and wellbeing issues, and their colleague's/line managers;
- ensuring that wellbeing awareness training is available for employees;
- encouraging a non-stigmatising work environment for all employee within UKCBC;
- ensuring sensitivity in disclosure and maintaining confidentiality unless it is clearly unsafe to do so.

Responsibilities of Managers and Heads of Departments:

- assessing the risk of work-related stress within their department;
- instructing managers and supervisors in stress prevention;
- providing employees with wellbeing awareness information;
- defining clear roles for employees and ensuring that the employees are competent to undertake their roles;
- treating team members with consideration and dignity, and supporting steps taken to promote a culture of co-operation, trust and mutual respect;
- supporting employees that have been affected by health and wellbeing concerns appropriately and sensitively;
- ensure that employees are aware of guidance, policy, available support and advisory services in relation to health and wellbeing;
- encouraging employees to participate in events and initiatives undertaken by the UKCBC to promote wellbeing;
- supporting flexible working practices wherever practical to do so;
- taking action where the performance and/or behaviour of an employee may cause stress to their colleagues.

Responsibilities of employees:

Employees have the responsibility to take care of their own health and wellbeing and be aware of others who may be affected by their actions. Elements include:

- taking responsibility for their own health and wellbeing;
- informing their manager of health and wellbeing difficulties so that appropriate support can be put in place;
- raising concerns with their manager about workplace pressures and asking for help;
- participating in reviews, appraisals and responding to training and development opportunities;
- treating all team members with consideration and dignity and supporting steps taken to promote a culture of co-operation, trust and mutual respect;
- upholding confidentiality (wherever safety is not compromised);
- supporting peers within appropriate limits and boundaries.

Responsibilities of Human Resources department:

- ensuring the provision of appropriate links to support staff;
- supporting the management of sickness absence and monitoring employee turnover.
- providing advice and guidance to managers and employees and signposting support for health and wellbeing issues.
- facilitating appropriate arrangements to support individuals experiencing health and wellbeing issues; and their managers.
- supporting managers experiencing problems with employee performance and attendance;

Areas that UKCBC Offers support to employees

Work-life Balance

- All employees with at least 26 weeks' continuous service are legally entitled to request flexible working if they have not made a similar request in the past 12 months. Requests will be carefully considered and we will try to meet all requests where the needs of the business will allow.
- Requests to work from home will also be given careful consideration. Home working will only be allowed if it will not have a negative impact on the smooth operation of our business; some jobs can never be successfully carried out from home.
- Part-timers are encouraged to attend team briefings. The timing of team briefings will be varied so that everyone gets an opportunity to attend whatever their working pattern.

Requests for Career Breaks

A career break is a period of time away from the workplace. During a career break the individual is not an employee of the organisation, but will be kept informed of what is happening within the business so that there can be a smooth return to work.

- Requests for a career break must be made in writing to your line manager.
- We reserve the right to refuse any request for a career break. The reasons for a refusal will be confirmed in writing.

Encouraging Employee Fitness

To promote exercise and fitness we.

- Provide subsidised gym membership. You must apply through **Sodexo** if you wish to take advantage of this opportunity. You must comply with the terms and conditions of the membership agreement.

Promoting Dignity at Work

We are fully committed to the principle that all employees should be able to work without fear of being harassed or distressed by their colleagues, customers or other contacts in the workplace.

- Anyone who is distressed by events at work, and believes that their dignity has been violated or they have suffered harassment should talk to their line manager. This will be treated as “in confidence”.
- If it is not appropriate to speak to your line manager, then speak to a member of the HR department.
- We will act promptly to investigate all allegations of unacceptable behaviour in the workplace.
- We will support you in getting over any distress that has been caused.
- Workers who harass colleagues, or engage in otherwise upsetting behaviour, will be subject to disciplinary action.
- Where a customer or client is involved senior managers will take action appropriate to the situation.

Minimising the Stressful Impacts of Work

- Every job is likely to have times when the work is particularly busy, or particularly demanding. We recognise this and allow regular breaks from these demands.
- You are not expected to be answering emails from home in the evenings. If you find that you are regularly needing to work from home in the evenings, you must discuss this with their line manager so that a solution can be found.
- We will always take steps to cover significant absence of colleagues so that undue demands are not placed on their colleagues.
- If you are routinely struggling to cope with the demands of your job, discuss this with your line manager or a member of the HR Department.

Managing Sickness Absence Effectively

- If you are absent due to sickness, you must follow our Absence Reporting Procedure.
- Do not return to work if medical advice is that you are not fit to work.
- Where you have been absent from work for a lengthy period of time a phased return to work programme will usually be in place. The details will be agreed between you and your line manager.

- While you are on sickness absence your line manager will keep in touch to ensure that you receive key communications and information, and to ensure that you continue to be treated as part of the work team.

Monitoring and Review

UKCBC Human Resource Department and Health and Safety Department has the responsibility for reviewing this policy. This policy will be reviewed on a regular basis.