



Wellbeing Policy

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Version no. & date:	Version 1.0 – 23 October 2026
Author:	Head of People and Culture
Last review date:	23 October 2026
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Responsible Committee:	College Management Team (CMT)
Approved by & date:	College Management Team (CMT) – 23 October 2026
External reference points:	Equality Act 2010; Health and Safety Executive (HSE) Management Standards for work related stress; Working Time Regulations 1998; Acas Code of Practice on requests for flexible working; Mind; Mental Health Foundation
Linked policies:	HSE 4.1 Health and Safety Policy; PC 5.3 Equality, Diversity and Inclusion Policy; SWS 7.7 Safeguarding and Prevent Policy; DIG 2.1 Data Protection and Confidentiality Policy; PC 5.1 Employee Handbook (sickness absence, dignity at work, bullying and harassment, flexible working, grievance and disciplinary procedures)
Audience:	All staff

1. Purpose

UK College of Business and Computing (UKCBC) is committed to promoting a healthy, safe and supportive working environment in which employees can maintain their physical, mental and social wellbeing. This policy sets out the principles and responsibilities that support wellbeing, help prevent avoidable work-related harm and encourage early access to appropriate support.

2. Scope

This policy applies to all UKCBC employees, including full time, part time, fixed term and hourly paid employees. Agency workers, contractors, visiting lecturers and other people working with UKCBC are encouraged to follow its wellbeing principles, alongside any terms or arrangements applicable to them.

3. Definitions

For the purposes of this policy:

Wellbeing: a person's physical, mental and emotional health, which is influenced by workload, working relationships, job design, the working environment and life outside work.

Work related stress: the adverse reaction people have to excessive pressure or other demands placed on them at work.

Reasonable adjustments: changes to work, the workplace or working arrangements that help an employee to stay in or return to work, including adjustments required by the Equality Act 2010 for disabled employees.

Occupational health: specialist advice on how health affects work and how work affects health, used to inform support and adjustments.

4. Policy principles

UKCBC recognises that wellbeing is influenced by workload, working relationships, job design, the working environment and personal circumstances. We will aim to:

- promote dignity, respect, inclusion and a culture in which people can raise concerns without fear of unfair treatment;
- identify and, where reasonably practicable, reduce work related risks to physical and mental health;
- encourage reasonable work life boundaries, effective communication, manageable workloads and appropriate breaks;
- support early conversations about wellbeing and consider reasonable adjustments where appropriate;
- make staff aware of relevant support, including line management, People and Culture, occupational health or employee assistance resources where available.

5. Responsibilities

The Executive Leadership Team (ELT) is responsible for supporting a culture that values wellbeing and ensuring that appropriate arrangements and resources are considered. Managers should model respectful behaviour, communicate expectations clearly, monitor workload and working patterns, respond sensitively to concerns, and signpost employees to relevant support. Managers should not attempt to diagnose health conditions.

Employees are encouraged to take reasonable steps to support their own wellbeing, treat colleagues respectfully, follow health and safety procedures, take appropriate breaks and raise concerns early where work or workplace circumstances are affecting them. People and Culture provides advice, supports

consistent application of this policy, and helps identify themes and opportunities for improvement. Everyone has a role in maintaining a safe and respectful workplace.

6. Wellbeing in practice

Workload and work-life balance: Managers should set clear priorities, review competing demands and discuss capacity with employees. Employees should raise concerns when workload, working hours or deadlines are becoming unsustainable. Flexible or hybrid working arrangements may be considered in line with applicable UKCBC arrangements and operational needs; this policy does not create an automatic entitlement to a particular working pattern.

Mental health and emotional wellbeing: Employees may speak with their manager or People and Culture about work-related stress, anxiety, low mood or other wellbeing concerns. Conversations should be handled sensitively and confidentially as far as reasonably practicable. Where appropriate, UKCBC may consider a stress risk assessment, changes to duties or priorities, a phased return, occupational health advice or other support.

Physical health and workplace safety: UKCBC will manage health and safety risks in accordance with its procedures and applicable law. Employees should report hazards, accidents, work-related ill health and concerns about the working environment promptly through the relevant reporting route.

Respectful relationships: Bullying, harassment, sexual harassment, discrimination, victimisation and other unacceptable conduct are not consistent with this policy. Concerns should be raised through the relevant UKCBC policy or reporting procedure and will be addressed appropriately.

Support and adjustments: Requests for support or adjustments will be considered individually, fairly and in light of the circumstances, applicable legal duties and operational requirements. Employees should provide information reasonably needed to consider a request. No employee will be disadvantaged for raising a genuine wellbeing concern in good faith.

7. Raising concerns and confidentiality

Employees can raise wellbeing concerns with their line manager, another appropriate manager or People and Culture. If the concern involves their line manager, they may approach People and Culture or another suitable senior colleague. UKCBC will respond proportionately and seek to agree practical next steps. Information will be shared only with those who need it for a legitimate purpose, subject to safeguarding, health and safety, legal or other applicable obligations. Records will be handled in accordance with UKCBC data protection requirements.

8. Monitoring and review

UKCBC may review anonymised feedback, absence trends, risk assessments and other relevant information to identify improvements, while respecting confidentiality and data protection requirements. The People and Culture function will review this policy at least annually and recommend updates where needed. This policy should be read alongside UKCBC's relevant health and safety, sickness absence, equality, dignity at work, harassment, flexible working and other applicable policies and procedures.

9. Other Useful resources

Given the high levels of stress and poor mental health we are seeing in UK workers, there is a growing demand for innovative and proactive ways of managing our mental health at work. Mind (the mental health charity), have put together the following action plans:

- [mind-wellness-action-plan-hybrid-work.pdf](#)
- [mind-wellness-action-plan-remote-work.pdf](#)
- [mind-wellness-action-plan-workplace.pdf](#)

Mental Health Foundation – [mhf-how-to-support-mental-health-at-work.pdf](#)

Fact sheet on:

- [cic-24building-resilience-information-sheet.pdf](#)
- [cic-24preventing-burnout-information-sheet.pdf](#)
- [cic-24mindfulness-information-sheet.pdf](#)
- [cic-24coping-with-uncertainty-2020.pdf](#)
- [cic-24balancing-workload-2020.pdf](#)
- [cic-24back-care-in-the-workplace-2020-2.pdf](#)
- [cic-24staying-well-at-work-2020.pdf](#)

Version History

Version	Date	Author	Summary of changes	Approved by
1.0	23 October 2026	Head of People and Culture	Initial version. Definitions section, linked policies (current suite numbers), front sheet approval and version history table aligned with GA 3.1 (26 October 2026). External reference points extended on the front sheet (26 October 2026).	College Management Team (CMT)