



Corporate Governance

# Group Employee Health and Wellbeing policy

<b>Owner</b>	Group HSE Director
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## INTRODUCTION

Our Employee Health and Wellbeing Policy outlines our provisions to prevent, address and support the health and wellbeing of our employees.

Our mental and social wellbeing is just as important as our physical health. Promoting and protecting the mental and social wellbeing of the workforce is important for individuals' physical health, social interaction and productivity.

Understanding and addressing the factors which affect an employee's wellbeing at work benefits both individuals and the organisation. For organisations, it can help to;

- reduce turnover and absenteeism
- improve employee productivity, performance and engagement
- improve working relationships and work collaboration
- avoid or reduce accidents and incidents at work
- eliminate workplace harassment and bullying

With this policy, we aim to support our employees and create a healthy, inclusive and happy workplace. We want everyone to feel appreciated and be treated fairly.

This policy covers the following aspects of employee health and wellbeing;

- Promoting health and wellbeing by:
  - providing employees with information, education and raising awareness about the importance of health and wellbeing
  - providing opportunities for employees to prioritise their health and wellbeing
  - promoting policies and practices that support wellbeing and reduce stigma
- Developing skills for managers and supervisors to:
  - promote the health and wellbeing of employees
  - understand and manage issues around mental health and stress effectively and ethically.
- Providing support to employees by:
  - providing a work environment that promotes and supports health and wellbeing for all employees

- offering assistance, advice and support to people who experience a mental health or emotional issue while in employment
- Helping people get back to work after a period of absence due to mental health issues through:
  - robust back-to-work processes and practices
  - making reasonable adjustments, where appropriate
  - providing an environment where employees are fully supported

The objectives of this policy are to:

- create a work environment that promotes the health and wellbeing of all employees.
- raise awareness and commitment across the organisation, at all levels, about the importance of promoting and supporting mental and social wellbeing in the workplace.
- help all employees learn how to take responsibility for managing their own wellbeing effectively and learn how they can enable/support the health and wellbeing of others.
- eliminate or reduce organisational risk factors in relation to mental health (e.g. stress, working excessive hours, discrimination, bullying or harassment), wherever possible.
- provide the provision of timely and appropriate reasonable accommodation and support for individuals who are experiencing mental health issues.

Health and wellbeing issues can affect anyone, regardless of their position in the organisation. This policy applies equally to all employees. The policy also applies to contractors, agents, consultants or any others working for or on behalf of SIG plc.

The implementation of this policy will also be supported by other health and safety policies, e.g., sickness absence, alcohol and substance misuse, and bullying and harassment policies. All managers, supported by both the HR and HSE functions, must ensure the company adheres to this and supporting policies.

*In this document 'SIG' refers to SIG plc and its affiliate companies. 'Our' and 'we' refers to SIG plc.*

## WHAT ARE MENTAL HEALTH ISSUES?

Mental health issues in the workplace are any conditions that affect an employee's state of mind. These conditions may include depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Alcohol and substance abuse may also perpetuate mental health issues. They can have adverse effects on the life of an employee and can affect their ability to do their normal day-to-day activities. There may not be symptoms all the time, or the symptoms are better at some times than at others. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure, lethargy, changes in eating and sleeping habits.)

## FACTORS THAT MAY CONTRIBUTE TO MENTAL HEALTH ISSUES

Employees may experience mental health issues for various reasons that an employer cannot control (e.g. hereditary, family conflicts, grief, health concerns).

Sometimes, mental health issues can be brought on or exacerbated by work-related factors, for example:

- job insecurity
- excessive pressure
- work-life imbalance
- lack of communication, support and appreciation
- lack of resources, time or training to carry out their role
- poor or hostile working conditions
- difficult relationships with colleagues or managers

To every extent possible, our Company's leaders aim to recognise and address cases of workplace pressures that contribute to mental health issues.

## POLICY ACTIONS – STATEMENT OF COMMITMENT

We aim to:

- actively promote positive health and wellbeing, promote equality and reduce stigma around mental health.
- give employees information on and increase their awareness of wellbeing

- provide opportunities to help employees to develop and manage their own health and wellbeing.
- offer employees flexible working arrangements that promote their mental wellbeing, where possible
- set employees realistic targets that do not require them to work unreasonable hours
- ensure all employees have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- manage conflict effectively and ensure the workplace is free from bullying and harassment, unfair treatment and discrimination
- establish good two-way communication to ensure employee involvement, particularly during periods of organisational change.
- identify issues proactively and provide relevant support.
- create open and honest relationships and pleasant workplaces where employees feel supported and valued.
- make available information, updates, training sessions and workshops for managers and employees explaining important elements of health and wellbeing.
- provide information, training and support for managers in identifying mental health issues and supporting employees who have mental health issues. We will also train and support managers in providing workplace environments and relationships to help prevent the development of mental health issues.
- communicate this policy to all existing and new employees and inform all employees whenever it's modified.

## RESPONSIBILITIES

Everyone has a responsibility to contribute to making the health and wellbeing policy effective.

### **Managers have a responsibility to:**

- ensure good communication between management and employees, particularly where there are organisational and procedural changes.
- monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable.
- ensure employees are provided with the resources and training required to carry out their job.

- monitor workloads and working hours to ensure that employees are not overloaded, overworking and taking their full holiday entitlement.
- ensure employees are provided with meaningful learning and developmental opportunities.
- resolve work related problems i.e. hostile relationships with colleagues. If the problem is severe (i.e. harassment, victimisation), managers should seek support and advice from HR.
- assist and support employees who are known to have mental health issues or are experiencing stress outside work – for example due to bereavement or separation.
- respect individual privacy and confidentiality.
- ensure all employees are aware of this policy and made aware of all communication and support that the Company offers (e.g. access to the Employee Assistance Programme where one exists).

**Employees are encouraged to:**

- raise issues of concern and seek help from their line manager, HR or HSE, or use Occupational Health and/or the Employee Assistance Programme where available.
- consider opportunities for advice, support and counselling when recommended.

## COMPLIANCE

We are committed to working positively with anyone disclosing information about their health and wellbeing issues and concerns, so that we can identify what support is required to ensure they can work safely and effectively in work. We are committed to respecting individual privacy and confidentiality. Information that is disclosed to us will be stored in accordance with our legal responsibilities under the Data Protection legislation.

Consistent with our non-discrimination practices, we will treat all employees with medical conditions fairly and won't oblige anyone to disclose their condition or other medical information. Instead, we will attempt to support employees who come to us with health and wellbeing issues and establish strategies that apply to everyone.

## REVIEW AND MONITORING

We will review this policy regularly and monitor how effectively the policy meets its aims and objectives. Indicators to measure effectiveness could include:

- working hours and patterns
- accidents at work
- employee complaints
- employee absence levels
- employee turnover
- use of occupational health, health insurance or support services
- outputs from performance development reviews and 121s
- responses from the employee survey
- exit interviews

We will continuously research health and wellbeing topics and develop our approach to preventing, highlighting, identifying and supporting the mental health issues of our employees and in the workplace.

To develop, revise and establish this policy, we need everyone's help. We can all work to define health and wellbeing issues, their causes and seek or offer help when needed. We encourage employees to share their ideas and concerns.