WELLBEING POLICY

DURO YOKOTA LTD.



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1.0 - PURPOSE OF THE POLICY 3

2.0 - RESPONSIBILITIES OF MANAGERS 4

3.0 - RESPONSIBILITIES OF STAFF 5

4.0 - RESPONSIBILITIES OF HUMAN RESOURCES / THE ORGANISATION 5

5.0 - SUPPORT FOR STAFF IN THE WORKPLACE 5

6.0 - MONITORING AND REVIEW 5

1.0 PURPOSE OF THE POLICY

Every UK employer 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 business. 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, businesses can improve the general wellbeing of employees, reduce absenteeism and presenteeism, lower staff turnover, increase productivity, 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 stress and weight loss, while also improving productivity, 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 Duro Yokota Ltd has as an employer in promoting healthy lifestyles and supporting wellbeing in the workplace. Duro Yokota Ltd 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 health policies including Duro Yokota Ltd's Smokefree, Alcohol, Health and Safety and Absence Management policies.

1.3 - This policy covers all employees.

- 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 managers have the right skills to support staff
- Delivering non-judgemental support to any staff member experiencing a mental health issue
- Offering mental health first aid training for employee's, or ensure the business has mental health first aiders who can support staff with mental ill health
- Evaluating how working conditions and the organisation's policies are influencing mental health
- Delivering a thorough induction for all new starters, providing an outline of the organisation, the policies and the role they are expected to play
- 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 managers and staff
- 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 a mental health first aider, 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, including having positive statements in recruitment literature
- 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
- Recognising that workplace stress is a health and safety issue
- Identifying workplace stress factors/scenarios and carry out risk assessments of the business.
- Offering support through a confidential counselling service, or qualified mental health first aiders
- 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
- Mapping out walking trails or routes in the local area and publicise them across the business
- Providing information on local gyms, classes and sports facilities and discounts to these if appropriate
- 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 alcohol or drug problems
- Encouraging staff to attend regular dental check ups for oral health
- Encouraging staff to attend regular eye sight tests
- Promoting a smokefree workplace environment and supporting employees to quit smoking
- Providing opportunities to improve worker knowledge and awareness around key health topics, including the risks of alcohol consumption
- Providing food storage and preparation areas for lunchtime meals
- Providing easy access to cold water in all offices and meeting rooms, and make provision for staff who work off site to have drinking water with them
- Encouraging staff to eat lunch away from their desks or work stations

Workplace Management:

Equipping managers and leaders with the skills to:

- Identify and assist those with mental ill health
- Raise awareness of mental and physical wellbeing across the business
- Identify workplace stressors to eliminate stress or control the risks from stress
- Encourage training for all managers and supervisory staff in good management practices.
- Provide adequate resources to enable managers to support staff and carry out their roles
- Provide training in good management practices
- Provide resources to help managers implement the company's workplace mental health and wellbeing policy

Offering support to employees by:

- Setting realistic targets and deadlines for staff to prevent long working hours
- 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 training
- Providing confidential counselling for staff affected by stress caused by work e.g. witnessing an injury, on site harassment etc.
- Training up Mental health ambassadors or employee wellbeing champions in the workplace

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 managers

2.0 - RESPONSIBILITIES OF MANAGERS

Managers 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

Managers should

- 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 designated senior manager, or health and safety representative

3.0 - RESPONSIBILITIES OF STAFF

Employees are encouraged to:

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

4.0 - RESPONSIBILITIES OF HUMAN RESOURCES / THE ORGANISATION

Duro Yokota Ltd will ensure that:

- all employees receive a copy of this policy during the induction process or in their employee handbook;
- 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 Executive guidance, following the management standards for Stress, carrying out regular 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, sponsorship 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

5.0 - SUPPORT FOR STAFF IN THE WORKPLACE

Duro Yokota Ltd 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, along with in house support services as appropriate.

Sheffield Mental Health Guide
https://www.sheffieldmentalhealth.co.uk/

Mind Sheffield
https://www.sheffieldmind.co.uk/

Andysmanclub
https://andysmanclub.co.uk/find-your-nearest-group/

NHS
https://www.nhs.uk/nhs-services/mental-health-services/

6.0 - MONITORING AND REVIEW

Duro Yokota Ltd will review this policy 12 months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from employees and management; and by review of the policy by management 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
- Feedback from the company's mental health lead, or qualified mental health first aider

Signed: D Beaumont

Date of Next Review: 01/10/2027

