

Wellbeing policy:

Wellbeing policy for Indoco Remedies Ltd.,

Effective from:

01/01/2017

Next review date:

01/07/2017

The need for a wellbeing policy in the workplace

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Wellbeing at workplace is relevant to all employees and everyone can contribute to improved wellbeing at work. Addressing workplace wellbeing can help strengthen the positive, protective factors of employment reduce risk factors and improve productivity of the employees.

Aim of the policy

To create a workplace environment that promotes and supports the wellbeing of all employees, clients and visitors.

Objectives

To develop a supportive culture, address factors that may affect the wellbeing of its employees

- Should respect the right of freedom of association, participation, collective bargaining and provide access to appropriate grievance redressal mechanism.
- Give non-judgemental and proactive support to individual staff that experience health problems.
- Include information about your Employee well being policy in the staff induction programme.
- Provide opportunities for employees to look after their wellbeing, for example through physical activity, stress reducing training program / activities and social events.
- Provide equal opportunities at the time of recruitment as well as during the course of employment irrespective of caste, creed, gender, religion, disability or sexual orientation.
- Not use child labour, forced labour or any form of involuntary labour paid or unpaid.
- Offer employees flexible working arrangements so that they can maintain work-life balance.
- Set employees realistic targets that do not require them to work unreasonable hours.
- Provide working environment that is safe and hygienic, communicate this to the employees and train them to maintain this hygienic on regular basis.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job. This will help engage employees in their work place.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism so that the employee feel safe in discharging their responsibilities.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

To provide support for employees experiencing mental health difficulties.

Policy actions:

- Ensure individuals suffering from health problems are treated fairly and consistently.
- Clearly communicate colleagues who are able to support at initial symptoms of stress to prevent further stress
- Ensure employees are aware of the support that can be offered through HR department, Employee Assistance Programme (if applicable) or alternatively their own GP, or a counsellor of their choice.

- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

To encourage the employment of people who have experienced health problems.

Policy actions:

- Show a positive and enabling attitude to employees and job applicants with health issues. This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act, and are trained in appropriate interview skills.
- Do not make assumptions that a person with a health problem will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Ensure all line managers have information and training about managing mental health in the workplace.

To recognise that workplace stress is a health and safety issue.

Policy actions:

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.
- Provide training in good management practices.
- Provide confidential counselling and adequate resources.
- Align with other relevant policies such as physical activity, alcohol and absence management. Explain how this policy will be communicated throughout the organisation.

Communication

- All employees will be made aware of the wellbeing policy and the facilities available. This will be part of a health at work policy, which will be included in the employee handbook and employee information or induction program.
- A specific focus group will be established to take forward the actions from this policy.
- Regular updates will be provided to all employees via their line management.
- Regular review and monitoring are vital to assess the effectiveness of a wellbeing policy.

Review and monitoring

- Employees participating in any of the wellbeing activities will be regularly asked for feedback.
- The wellbeing activities will be included in an annual 'health at work audit'.
- A wellbeing action plan will be maintained by the workplace health champion.
- The policy, status updates and evaluation reports will be circulated to management and be available on request through the workplace health champion.
- The human resources department (or an individual as appropriate) will be responsible for reviewing the wellbeing policy and for monitoring how effectively the policy meets its aims and objectives.
- The policy will be reviewed every six months from implementation and then annually after that to ensure that it remains relevant.