

LANGSTONE CONSTRUCTION GROUP - WELLBEING POLICY

INTRODUCTION

Langstone Construction Group has developed a wellbeing policy to manage its obligations to maintain the mental health and the wellbeing of all staff. It covers our commitment to employee health, the responsibilities of managers and others for maintaining psychological health, health promotion initiatives, communicating and training on health issues, the range of support available for the maintenance of health, and Company commitment to managing individual cases.

OBJECTIVES

The aim of this policy is to outline Langstone Construction Group' commitment to the mental health and the wellbeing of employees in its broadest, holistic sense, setting out how Langstone Construction Group fulfils its legal obligations, the responsibilities of different functions and specialists and the range of services available to help employees maintain health and wellbeing. Langstone Construction Group recognises that wellbeing and performance are linked. Improving employees' ability to manage pressure and to balance work and home life will ultimately lead to improved individual and Company performance.

OBLIGATIONS & RESPONSIBILITIES

Langstone Construction Group

As an employer, Langstone Construction Group has legal obligations under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure the health of our employees at work. We are committed to creating a working environment that minimises the risk to your health.

In line with the Health and Safety Executive recommendations and reducing safety risks, this means operating the business in a way that minimises harm to employees' mental health; for example, ensuring that the demands of your job are reasonable, and you are trained and supported to undertake your role. It means doing our best to give you as much control as possible over how your work is planned and conducted; dealing promptly with issues such as unacceptable behaviour by colleagues and having policies and procedures in place to support individuals experiencing mental ill health at work

Langstone Construction Group will put in place measures to prevent and manage risks to employee wellbeing, together with appropriate training and individual support. It will also seek to foster a mentally healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work.

Line Managers

Line managers will put in place measures to minimise the risks to employee wellbeing, particularly from negative pressure at work. Managers should ensure that employees understand their role within the team and receive the necessary information and support from them and other team members to do their job. Managers must also familiarise themselves with the organisation's policies in order to support people, for example on bullying and harassment issues.

In particular, line managers must ensure that they take steps to reduce the risks to employee health and wellbeing by:

- Ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions.
- Keeping employees in the team up to date with developments at work and how these might affect their job and workload.
- Ensuring people know who to approach with problems concerning their role and how to pursue issues with senior management.
- Making sure jobs are designed fairly and that work is allocated appropriately between teams; and
- Ensuring that workstations are regularly assessed to ensure that they are appropriate and fit for purpose.

Human Resources

HR will develop Group-wide policies and procedures to protect the wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the object of helping employees to maintain good physical and psychological health.

Employee Assistance Programme – “be supported” by AXA PPP

The provider of external employee assistance services, AXA PPP, will alert the Business Support Director to clusters or 'hotspots' of risks in the organisation, drawing on anonymised data provided by calls to its 24-hour helpline (0800 072 7072) and information from face-to-face counselling with employees.

Employees

Ultimately, employees must take responsibility for their own health and wellbeing by adopting good health behaviours (for example in relation to diet, alcohol consumption and smoking) and informing us about any aspect of work or the working environment which may be affecting their health. Any health-related information disclosed by an employee during discussions with managers, the HR department or the occupational health service is treated in confidence.

Private Health Care

Langstone Construction Group provides all monthly paid employees with access to private health care through AXA PPP. For further information please contact either our Payroll & Benefits Manager on 01626 883636 or AXA PPP on 0345 600 2072.

Occupational Health

Occupational Health (OH) provided via an independent occupational health provider is committed to your wellbeing at work. Our OH professionals will provide a comprehensive service designed to help employees stay in work, or to return to work, after experiencing health problems. This will include preparing medical assessments of individuals' fitness for work following referrals from line managers and the HR department, consulting with GPs and collaborating with individuals to help them to retain employment.

They will also play a critical part in developing rehabilitation plans for employees returning to work after absences related to ill health, and work with GPs and line managers on designing jobs and working environments to ensure that rehabilitation is successful.

We understand that certain work activities may carry a risk to health, safety, and well-being. OH, will offer you, your line manager, Health and Safety and Human Resources targeted health management advice to help you stay safe and healthy while at work.

Workplace wellbeing services provided via our independent occupational health providers include:

1. Pre-employment assessment

The OH team assesses the fitness of prospective Langstone Construction Group employees to ensure that they are fit for the purpose of the role, while enabling Langstone Construction Group to adhere to its legal requirements (e.g., compliance with legislation, such as the Disability Discrimination Act 1995 and the Management of Health and Safety at Work Regulations 1999).

The purposes of these assessments are to:

- identify any health problems that may affect the prospective employee's ability to perform in their role
- ensure that work is suitable for the prospective employee in relation to health, safety, and well-being
- recommend adjustments to the workplace/working practices, where necessary

All candidates are assessed initially by questionnaire, with many of employees being declared fit for purpose of employment based on the answers they have provided.

2. Sickness absence management/rehabilitation

When an employee is referred to OH, they will be given the leaflet provided explaining the referral process and what to expect.

Reasons for referral to OH may be due to:

- prolonged period of sickness absence
- return to work/rehabilitation
- performance concerns
- substance misuse problems
- occupational exposure to hazards

- investigation of workplace illness or injury
- health concerns
- frequent sickness absence

OH, assessments aim to give an objective professional opinion on the employee's fitness for the role, highlighting any adjustments which may support line managers to ensure the employee's health at work is maintained.

The referral gives an individual an opportunity to talk through in confidence any concerns they might have about your health in relation to their work with an experienced OH Advisor (OHA).

3. Health Surveillance

Health surveillance is a form of health assessment which fulfils the HSE definition, describing it as: "putting in place systematic, regular and appropriate procedures to detect early signs of work-related ill health among employees exposed to certain health risks; and acting on the results."

The different types of surveillance include hearing tests, lung function, HAVS and skin assessments are risk based depending on job role. These will be conducted at your site of work.

The health surveillance programme will be delivered by an OHA. The Advisors are trained nurses with specialist training and experience in occupational health, many to degree level. The medical tests may be completed by a trained technician or the OHA. Where technicians are completing the testing, it is overseen, and results interpreted by the Specialist OHA.

4. Night Workers

All employees identified as someone who either works or is likely to work at night is entitled to be offered a free health assessment on an annual basis. The purpose of the health assessment is to determine whether they are fit to work at night, as the risks arising from workplace hazards may be greater at night. As a health assessment is not mandatory, those individuals are asked to complete either a questionnaire or sign a statement confirming they wish to waive their right to complete a health questionnaire. All responses are treated as confidential but depending on the answers, individuals may be asked to attend a Health Assessment with our OH providers.

5. Psychological well-being

Stress is a person's natural reaction to dealing with more pressure than they feel able to cope with – it is not a disease or illness. Pressure is part and parcel of all work and helps keep us motivated and stimulated. However, if pressure is excessive and goes on for some length of time, it may lead to stress and increase a person's susceptibility to ill health.

Tackling work-related stress requires working in close partnership with your line manager and HR to determine the best strategy to alleviate it. Langstone Construction Group provides additional support services via the Line Manager, Human Resources and the EAP (Employee Assistance Programme). The OH team supports and advises employees, managers, and HR in managing stress in the workplace.

6. Health promotion/well-being

OH, works in partnership with other groups such as H&S and HR within Langstone Construction Group to provide health promotion/education toolbox talks, presentations, and leaflets.

These are intended to be in line with the NHS Health Events Calendar, or other relevant topical health issues.

7. Substance Abuse

Langstone Construction Group policy on substance usage forms part of its overall approach to employee Wellbeing, as well as being an integral part our Health & Safety policy.

Langstone Construction Group, in partnership with our specialist advisors, will take all reasonable steps to provide and maintain a safe, healthy, and productive working environment and will take action to ensure that individuals who attempt to work whilst impaired by the use of drugs and alcohol or other substances do not compromise this.

For further details please refer to the Langstone Construction Group Substance Abuse Policy.

Further Support available

If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager or HR. The discussion should cover workload and other aspects of job demands and raise issues such as identified training needs.

Other measures available to support employees in maintaining health and wellbeing include:

- procedures for reporting and managing inappropriate behaviour (for example bullying and harassment).
- subsidised gym/sports facilities through Pure Gym.
- special leave arrangements.
- opportunities for flexible working.
- support for workers with disabilities; and
- the Company's grievance policy.

SEEKING ASSISTANCE

If you feel that you need additional support or guidance to maintain your wellbeing at work, there are a number of things you can do:

- In the first instance you should talk to your line manager. Should that not be possible, a senior manager or director can help. This will allow you to raise concerns about your volume of work, some training that you may need or to discuss any personality issues within the team.
- Alternatively, HR will be able to provide guidance on support available (contact 0117 305 2174). HR may also be able to raise issues with your line manager if you want them to do so.

- If you wish to speak to someone outside Langstone Construction Group, you can call the Employee Assistance Programme (run by AXA PPP) on 0800 072 7072 which provides free, confidential, independent advice and counselling. Counselling may be offered over the telephone or, where appropriate, face to face.
- As a last resort, if the cause of your problem is a colleague or line manager, and no other avenues of resolution have been successful, you may wish to refer to the Langstone Construction Group Grievance Procedure (available under policies on Alchemy).

RELATIONSHIPS WITH OTHER POLICIES

This policy should be read in conjunction with other policies and procedures covering attendance and health, including Leave; Adoption; Maternity; Paternity; Shared Parental Leave; Flexible Working; Bullying and Harassment; Wellbeing; Domestic Violence, Equality and Diversity and Learning and Development.

Line managers, HR and Occupational Health must ensure that personal data, including information about individuals' health, is managed in accordance with the Company's Data Protection policy.

This policy applies to Langstone Construction Group

As a commitment to continuous improvement of all Langstone Construction Group policies, this policy will be reviewed periodically to ensure it remains in line with company objectives and compliant with legislation.



Neil Phillipott – Managing Director
Langstone Construction Group Ltd
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