



# GROUP WELLBEING POLICY

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*Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health.*

## **Basis**

Hill & Smith PLC and its operating companies (the "Group") aims to create and promote a culture where employees are able to talk openly about their job and mental health problems and to report difficulties without fear of discrimination or reprisal. Mental health problems and stress can affect anyone, regardless of their position in the organisation. This policy applies equally to all employees.

## **Principles**

As an employer we aim to create and promote a workplace environment that support and promotes the mental wellbeing of all employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, as well as acknowledging that there are factors that affect our employees outside of the workplace. We aim to:

- Give employees information on and increase their awareness of mental wellbeing;
- Provide opportunities for employees to look after their mental wellbeing;
- Set employees realistic targets that do not require them to work unreasonable hours;
- 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;
- Manage conflict effectively and ensure the workplace is free from bullying and harassment discrimination and racism; and
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

## **Adoption**

This Policy has been adopted by the Group and will be updated or modified as appropriate.

## **Implementation**

The Executive Board of Hill & Smith PLC has overall responsibility for ensuring that the group's operating companies comply with this Policy and ensuring that the Group's operating companies act ethically towards employees and the environment. The senior leaderships teams of each operating company are responsible for ensuring the employees of their business understand and comply with this Policy.

## **Our Commitment**

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Many factors in the workplace influence the mental wellbeing of individual employees. Understanding and addressing the factors which affect people's mental wellbeing at work have a wide range of benefits, both for individuals and the organisation. We are committed to:

Promoting the mental wellbeing of all staff through:

- providing information and raising awareness about mental wellbeing
- providing opportunities for employees to look after their mental wellbeing
- promoting policies and practices that promote wellbeing.



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Developing skills for managers and supervisors to:

- promote the mental wellbeing of employees
- deal with issues around mental health and stress effectively.

Providing support to employees through:

- providing a work environment that promotes and supports mental wellbeing for all employees
- offering assistance, advice and support to people who experience a mental health problem while in employment
- support for staff returning to work after a period of absence due to mental health problems.

Helping people get back to work after a period of absence due to mental illness through:

- recruitment practices
- making reasonable adjustments
- retaining staff who develop a mental health problem.

## Roles and Responsibilities

**Managers** have a responsibility to:

- Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable;
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes;
- Assist and support employees who are known to have mental health problems or are experiencing stress outside work;
- Ensure staff are provided with the resources and training required to carry out their job.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking, and monitor holidays to ensure that staff are taking their full entitlement.
- Ensure staff are provided with meaningful developmental opportunities.

**Human resource** staff have a responsibility to:

- Organise training and awareness courses on workplace mental wellbeing in conjunction with suitable experts;
- Provide advice and support to employees and managers in relation to this policy;
- Monitor and report on levels of sickness absence which relate to mental health problems including stress-related illness (in conjunction with the occupational health service and departmental managers); and
- Provide Employee Assistant Programmes (“EAP”) for the benefit of all employees.

**Employees** have a responsibility to:

- Raise issues of concern and seek help from their safety representative, line manager, human resources or occupational health department, or use the Employee Assistance Programme.
- Alternatively, you wish to raise a concern via the Group’s our online ‘SPEAK UP’ portal, provided by Navex Global EthicsPoint at <https://hsgroup.ethicspoint.com>.