

# Wellbeing Policy

VERSION: JULY 2020

## 1. THE POLICY

- 1.1 The Diocese is committed to identifying and tackling the cause of work-related stress and mental health issues and to providing appropriate support and consideration to employees suffering from such problems on a confidential basis where appropriate.
- 1.2 This commitment extends to maintaining a working environment that protects the psychological as well as physical health of all Diocese employees, wherever possible. Psychological health problems can include stressors from an employee's personal life and the pressures and demands these entails which are often unavoidable. It can also include the often-unavoidable pressure of working life, with each job bringing its own pressures and demands. A controllable level of pressure can be healthy and benefit performance, but excessive and sustained levels of stress may be damaging to your health.
- 1.3 The Diocese recognises that stress is a health and safety issue. The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demands placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

## 2. PRINCIPLES

- 2.1 Principles – How we will achieve this:
  - By identifying workplace stressors (as far as reasonably practicable) and conducting risk assessments to eliminate stress or control the risks. These should be reviewed regularly.
  - By providing training for all people managers in good management practices.
  - By providing confidential free counselling for staff affected by either work or external stress through our EAP (Employee Assistance Programme).
  - By providing adequate resources to enable line managers to support the Diocese's objectives for managing stress.
  - By promoting a culture of open communication, participation and encouragement.
  - By providing a workplace free from harassment, bullying and victimisation.
  - By addressing violence, aggression and other forms of inappropriate behaviour through disciplinary action.

- By maintaining a performance-management framework, which includes objective setting and an appraisal process, to ensure the suitability of workloads and the development of appropriate skills, supported by a Performance Management Procedure.
- By providing employees with clear roles and responsibilities; and
- By providing adequate training to ensure employees are able to carry out their roles.

## 2.2 How you can help

- Ultimately, you have primary responsibility for your own health and wellbeing and for ensuring you take reasonable care of yourself.
- Comply with any safety instructions and directions issued by the Diocese.
- Let your manager know about any aspect of work or your working environment which may be affecting your health.
- Be familiar with the Wellbeing policy and act in accordance with its aim and objectives.
- Plan and organise your work to meet personal and organisational objectives.
- Speak to your manager if you experience or are aware of a situation that may lead to a stress problem.
- Co-operate with support, advice and guidance you may be offered by the Diocese, including training and attending meetings with Occupational Health when required.

## **3. RESPONSIBILITIES (AS FAR AS REASONABLY PRACTICABLE)**

### 3.1 Managers:

- To ensure each member of staff is trained to perform their duties.
- To monitor workloads to ensure that staff are not put under excessive pressure.
- To monitor working hours to ensure staff members are not working excessively.
- To ensure good communication between team members.
- To promote a culture of zero tolerance for bullying and harassment.

### 3.2 Human Resources:

- To ensure all managers have adequate guidance on the Wellbeing Policy and provide any necessary training.
- To give support to line managers on any training needs identified within their team.
- To monitor the effectiveness of measures to address stress and identify trends by collating and reporting sickness absence statistics.

#### **4. SUPPORT & ASSISTANCE**

- 4.1 Care First EAP (Employee Assistance Programme): Free and confidential advice line and counselling service which is available 24 hours per day: 0800 174319.
- 4.2 Occupational Health Adviser – A referral will only be suggested after a discussion between you and your line manager. Discussions with the OHA are confidential, although a report will be provided to your line manager and HR to ascertain your fitness for work and to identify any changes to your working arrangements that might help you to return to or remain in work.
- 4.3 Your own GP.
- 4.4 Any employee who considers that they may be suffering from stress or a mental health issue for reasons connected with their working conditions, workload or working relationships with employees, should approach their line manager in the first instance.
- 4.5 Any manager noting symptoms of stress and/or a mental health problem in an employee who reports to them or who is approached by an employee complaining of a work-related stress or mental health issue should promptly discuss this with HR at Bishop’s House, Hove.

#### **5. CONTACTING THE HR DEPARTMENT**

The Diocese works with an external HR adviser for support on employment issues. HR support is provided through the Chief Operating Officer via [coo@abdiocese.org.uk](mailto:coo@abdiocese.org.uk).

### **Approval**

This policy was approved by the Diocesan Board of Trustees on:	8 July 2020
The next review is due by:	31 July 2022