Fair Ways Education

(Human Resources)
Employee Wellbeing Policy

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Fair Ways Vision, Mission and Values

Our vision
To build an institution that makes a difference to society and leaves a legacy greater than ourselves and our contributions.

Our mission
Making a difference through passionate care, support and education.

Our values
Our values form the heart of the work we do, defined by Fair Ways people, for Fair Ways people. These are the values by which we operate, by which we are governed, and to which we are held accountable.

We therefore expect every individual within the organisation to *play their part*:

PROFESSIONAL	**A**CCEPTING	**R**EFLECTIVE	**T**RANSPARENT
· We do what we say we will · We approach challenges with optimism and enthusiasm · We don't judge, we notice · We put the needs of the service before our own personal gains	· We don't give up on people · We value all individuals and are willing to challenge them · We embrace each other's differences as much as our similarities · We accept responsibility for our actions	· We give feedback, we invite feedback, we listen to feedback · We look inward before we look outward · We learn as much from our mistakes as from our successes · We listen to each other, learn from each other and grow together	· We are always willing to explain why · We have the courage to be open and honest · We earn trust through our transparency · We live by our values even when no-one is watching

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1 Introduction

1.1 Fair Ways has developed an Employee Wellbeing Policy to manage its obligations to maintain the mental health and wellbeing of all staff. It covers the organisation's 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 mental health, and organisational commitment to handling individual issues

2 Objective

2.1 The aim of this policy is to describe the organisation's commitment to the mental health and wellbeing of employees in its broadest, holistic sense, setting out how Fair Ways fulfils its legal obligations, the responsibilities of different functions and specialists and the range of services available to help employees maintain health and wellbeing. We recognise that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and organisational performance

3 Organisational commitment

3.1 Fair Ways has legal obligations under health and safety legislation to manage risks to the health and safety of employees. In addition to reducing safety risks, this means operating the business in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are not unacceptable and having policies and procedures in place to support individuals experiencing mental ill health at work.

3.2 Fair Ways 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.

4 Responsibility

4.1 Organisation
Fair Ways has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. Fair Ways will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals.

4.2   Line Managers

Line managers will put in place measures to minimise the risks to employee wellbeing, particularly from negative pressure at work. Managers must familiarise themselves with the Health and Safety Executive's stress management standards, (please refer Doc ref OR38) and use these to mitigate psychological risks in their teams. For example, managers should ensure that employees understand their role within the team and receive the necessary information and support from managers and team members to do their job. Managers must also familiarise themselves with the organisation's policies on diversity and tackling inappropriate behaviour in order to support staff, (please refer to Doc ref OR64) for example on bullying and harassment issues.

4.2.1 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/specifications;
- keeping employees in the team up to date with developments at work and how these might affect their job and workload;
- ensuring that employees know who to approach with problems concerning their role and how to pursue issues with 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.

4.3   Human resources

The HR department will develop organisation-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 psychological health.

4.4   Occupational health (external provider)

Occupational health professionals will provide a comprehensive service designed to help employees stay in work, or to return to work, after experiencing mental health problems. This will include preparing medical assessments of individuals' fitness for work following referrals from line managers and the HR department, liaising with GPs and working with individuals to help them to retain employment.

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4.5 Employee assistance programme provider

The provider of external employee assistance services will alert the organisation's management to clusters or "hotspots" of psychological risk in the organisation, drawing on anonymised data provided by calls to its 24-hour helpline and information from face-to-face counselling with employees.

4.6 Employees

Employees must take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, alcohol consumption and smoking) and informing Fair Ways if they believe work or the work environment poses a risk to their health. Any health-related information disclosed by an employee during discussions with managers and the HR department is treated in confidence.

5 Health promotion initiatives

5.1 Fair Ways will develop and run a range of health promotion initiatives designed to raise awareness of health and lifestyle issues affecting mental health and wellbeing. The Employee Committee and the HR department will have primary responsibility for leading these programmes, but line managers and employees will be expected to participate. These programmes will be evaluated to determine their effectiveness.

5.2 The programmes will cover:
- stress management;
- disability awareness;
- bullying and harassment;
- Mental Health Awareness ;
- handling violence and traumatic incidents at work;
- lifestyle behaviours, with voluntary screening (for example in relation to alcohol, drugs and smoking);
- physical activity and fitness; and
- Employees will also be encouraged to establish clubs and groups designed to foster wellbeing.

6 Training and communications

6.1 Line managers and employees will regularly discuss individual training needs to ensure that employees have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change.

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6.2 Managers and employees are encouraged to participate in communication/feedback exercises, including staff surveys. All employees are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example team meetings, one-to-one meetings, supervision, electronic communications and organisation-wide methods. Fair Ways will ensure that structures exist to give employees regular feedback on their performance, and for them to raise concerns.

7 Health support

7.1 Workplace wellbeing services include:
- workstation assessments;
- pre-employment screening;
- fitness-for-work assessments;
- eye tests for users of visual display screen equipment
- vaccination;
- Mental Health First Aid
- post-incident support;
- designing and advising on health promotion initiatives; and
- health and safety training

7.2 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 the HR department. The discussion should cover workload and other aspects of job demands and raise issues such as identified training needs.

7.3 Other measures available to support employees in maintaining health and wellbeing include:
- An employee assistance programme;
- 'Be your best self' programme;
- A mental health first-aid programme;
- Procedures for reporting and handling inappropriate behaviour (for example bullying and harassment);
- Group supervision;
- Regular supervisions/1:1 ;
- A stress management/handling pressure programme;
- Special leave arrangements;
- Opportunities for flexible working;
- Support for workers with disabilities; and
- The organisation's grievance policy.

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8   Relationship with other policies

8.1   This employee wellbeing policy should be read in conjunction with other policies and procedures covering attendance and health, including policies on special leave, flexible working, the management of short and long-term absence, sick pay, bullying and harassment, violence at work, equal opportunities and staff training and development. These can be found on the intranet.

8.2   Line managers, human resources ensure that personal data, including information about individuals' health, is handled in accordance.

9   Associated Policies and legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999