

14.0 Employee Wellbeing Policy

PM Training and Assessing Ltd is committed to ensuring the wellbeing of all employees. It is recognised that work has an impact on the mental and physical health of employees, and PM Training and Assessing Ltd is committed to making that a positive commitment.

Effective employee wellbeing will be achieved by:

- encouraging employees to seek work-life balance.
- considering requests for career breaks and sabbaticals
- providing medical assistance to employees
- encouraging employee fitness
- promoting dignity at work
- minimising the stressful impacts of work
- managing sickness absence effectively.

Work-life Balance

- All employees with at least 26 weeks' continuous service are legally entitled to request flexible working if they have not made a similar request in the past 12 months. PM Training and Assessing Ltd will address all requests sympathetically and will try to meet all requests when the needs of the business allow.
- Requests to work from home will be given careful consideration. A request will only be allowed if it will not have a negative impact on the smooth operation of the organisation. Employees must note that some jobs can never be successfully carried out from home.
- Employees who are allowed to work from home will be expected to attend the workplace at least [number of times] per [week/month]. This will allow effective communication, and ensure that the employee does not feel isolated from the work team.
- Employees who work part time will be encouraged to attend team briefings. To achieve this, the timing of team briefings will vary to cover the different working patterns of employees.

Requests for Career Breaks and Sabbaticals

- A career break is a period away from the workplace. This will be for a minimum of one year and a maximum of [number] years. During the period of a career break, the individual is not an employee of the organisation, but will be kept in touch with what is happening in the organisation through regular updates to facilitate a smooth return to work in the future.
- A sabbatical can be for a maximum of [number] months. During the sabbatical an employee [will/will not] be expected to be doing work connected with the organisation. During the sabbatical the individual will remain an employee and continuity of service will continue to accrue. An employee is required to have at least [number] years' service before requesting a sabbatical.
- Requests for a career break or sabbatical must be made in writing to the line manager.
- The organisation reserves the right to refuse a request for a career break or sabbatical. The reasons for a refusal will be confirmed in writing to the employee.

Providing Medical Assistance to Employees and Promoting Healthy Options

To promote the health of all employees [name of organisation] will do the following.

- Provide private health insurance for [all employees/employees in a specific grade]. Details of the scheme will be given to the employee in their contract of employment.
- Provide access to a confidential counselling service. This service is not run by [name of organisation] and no information about who has used the service, or why it has been used, is given to [name of organisation]. Details of the counselling service can be found on the company intranet.
- Promote healthy eating. There will always be healthy eating options in the staff restaurant, which is a subsidised facility. Staff lunches will always include healthy options.
- Support employees trying to give up smoking. [Name of organisation] has access to specialist services who will provide advice and support to those who try to give up smoking. Details of this can be found on the company intranet.

Encouraging Employee Fitness

To promote exercise and fitness [name of organisation] will do the following.

- From time to time, events will be arranged for employees to participate in fitness activities. It is aimed to arrange at least one charity run each year, with similar events taking place throughout the year. Employees wishing to arrange an event should contact the HR Department.

Promoting Dignity at Work

PM Training and Assessing Ltd believes that all employees should be able to work without fear of being harassed or distressed by their colleagues, customers or other contacts in the workplace.

- Any employee who is distressed by events at work and believes that their dignity has been violated or they have suffered harassment should talk to their line manager. This will be addressed in confidence.
- If it is not appropriate to speak to the line manager employees should speak to a director
- The organisation will act promptly to investigate any allegations of unacceptable behaviour in the workplace.
- The organisation will support employees in getting over any distress that has been caused.
- Employees who harass colleagues, or engage in otherwise upsetting behaviour, could be subject to disciplinary action.

Minimising the Stressful Impacts of Work

- All jobs can have times when the work is particularly busy, or particularly demanding. [Name of organisation] recognises this and will support employees by allowing regular breaks for the employee to rest from these demands.
- Employees are not expected to be answering emails from home in the evenings. If employees find that they are regularly needing to work from home in the evenings they must discuss this with their line manager to try to find a solution.
- [Name of organisation] will always take steps to cover the absence of colleagues, without putting undue demands on other employees.
- If employees are struggling to cope with the demands of their job they should discuss this with their line manager or a member of the HR Department.

Managing Sickness Absence Effectively

- Employees who are absent due to sickness must adhere to the Company Sickness Absence Procedure.
- Employees should not return to work if medical advice is that they are not fit to work.
- Employees who have been absent from work for a lengthy period of time will usually be expected to return to work on a phased return programme. This will be agreed between the employee and their line manager.
- While an employee is on sickness absence leave their line manager will keep in touch. The purpose of this will be to ensure that key communications are sent to the employee, and to ensure that the employee still feels part of the work team.

Policy Review:

This policy has immediate effect and replaces all previous versions. This policy will be reviewed and amended, on or before July 2024