

Landward Research

EMPLOYEE WELLBEING POLICY



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1 Employee Wellbeing Policy Statement

Landward Research is committed to ensuring the wellbeing of all employees.

There are many factors that influence the health and wellbeing of staff. Understanding and overcoming these issues can result in a range of benefits for both individuals and the wider business.

Mental wellbeing is relevant for all employees, which means every member of staff can play a part in improving wellbeing in the workplace. By addressing mental health issues, we can improve the general wellbeing of employees, reduce absenteeism and presenteeism, lower staff turnover, increase productivity, and help promote the employment of those who have experienced mental health problems.

Similarly, promoting physical activity and encouraging healthy eating, can help employees manage stress, while also improving concentration and alertness. Staff who exercise regularly and eat a balanced diet also report less illness and are more likely to recover more quickly from any illness they do get.

It is recognised that work has an impact on the mental and physical health of employees, and Landward Research 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
- encouraging employee fitness
- promoting dignity at work
- minimising the stressful impacts of work
- managing sickness absence effectively.

Name of most senior manager: Kenneth Aitchison

Role: CEO and Founder

Date: 24th June 2021

This Policy Statement applies equally and fully to all staff members of Landward Research Ltd and to staff members of all subsidiary companies of Landward Research Ltd (on 24th June 2021: Landward Research Teoranta, Landward Limited Liability Company and Landward Limited).

2 Mental wellbeing

2.1 Create A Supportive Workplace Culture

To create a supportive workplace culture, tackle factors that may have a negative impact on mental health, and ensure managers have the right skills to support staff we will

- Deliver non-judgemental support to any staff member experiencing a mental health issue
- Deliver a thorough induction for all new starters, providing an outline of the organisation, the policies and the role they are expected to play
- Offer employees flexible working hours
- Set realistic targets and deadlines for staff to prevent long working hours
- Deal with any conflict quickly and make sure the workplace is free from bullying, harassment, racism or discrimination
- Ensure all staff have clear job descriptions, objectives and responsibilities, as well as the training to do their job well
- Ensure good communication between managers, staff and teams

2.2 Provide Support And Guidance

To provide support and guidance for any member of staff experiencing mental health issues we will:

- Ensure staff members with mental health issues are treated fairly and without judgement
- Encourage staff to talk to a counsellor or GP
- If a team member has been on long term sickness absence, ensure a gradual return to work with support at each stage
- Treat all matters relating to staff mental ill health in the strictest confidence, and only share information with prior consent from the individual concerned

2.3 Encourage The Employment Of People Who Have Experienced Mental Ill Health

To encourage the employment of people who have experienced mental ill health we will:

- Show a positive attitude to employees and job applicants with mental health issues
- Ensure that all staff involved in the recruitment process are aware of mental health issues and the Equality Act
- Not assume that those with a mental health issue will be more susceptible to workplace stress, or will necessarily take more time off than other applicants

3 Promoting Dignity at Work

We believe 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 member of the HR department.
- 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.

4 Minimising the Stressful Impacts of Work

- All jobs can have times when the work is particularly busy, or particularly demanding. We recognise this and will support employees by allowing regular breaks for the employee to rest from these demands.
- Employees are not expected to answer emails outside of work hours. If employees find that they are regularly needing to work outside their work hours they must discuss this with their line manager to try to find a solution.

- We 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.

5 Managing Sickness Absence Effectively

- Employees who are absent due to sickness must adhere to the Company 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.

6 Communication

All employees will be made aware of the Mental Wellbeing Policy. This will be part of a health at work policy, which will be included in the employee handbook and employee information or induction packs.

7 Implementation and Monitoring

The HR department will be responsible for reviewing the workplace health and wellbeing policy, as well as monitoring its effectiveness. The policy's effectiveness can be measured through:

- Feedback from staff
- A mental health and wellbeing at work risk assessment.
- Staff sickness, presenteeism and staff turnover levels
- Exit interviews
- Staff complaints or referrals

8 Other Related Documentation

Where necessary, this policy should be read in conjunction with other Landward Research Policies, such as:

- Health and Safety Policy;
- Equity, Diversity, and Inclusion Policy
- Homeworking Policy
- Absence Procedure

Relevant Legislation:

Health and Safety at Work Etc Act 1974

Equality Act 2010

Management of Health and Safety at Work Regulations 1999

9 Review

Landward Research will review this policy on an ongoing basis and carry out a formal review not less than every 3 years. Such review shall take into account the operation of the Policy since the last formal review, any legal or regulatory developments, an assessment of current best practice and any other relevant information.