



## **Acuity Staff Welfare Policy**

### **1. Statement**

Acuity recognises all its employees and associates to be the most valuable resource and that their health and welfare of all employees is essential in achieving our mission. The well-being of all employees is a primary concern and by investing in the health and welfare of employees the Company is investing in the efficiency and effectiveness of the organisation. The Company is committed to producing a caring and supportive working environment which is conducive to the welfare of all employees, and which enables them to develop towards their full potential.

The Company as employer has a duty to ensure the health, safety and welfare of its employees as far as reasonably practicable. It is also required to have in place measures to mitigate as far as practicable factors that could harm employees' physical and mental well-being, which includes work-related stress. This duty extends only to those factors which are work-related and within Acuity's control.

Acuity supports flexible working arrangements, where appropriate, understanding that employees have different lifestyle choices and responsibilities to balance outside of work.

This policy recognises that there are many sources of work-related stress and that stress can result from the actions or behaviours of managers, employees, clients or the public.

### **2. Aim**

To provide a framework for the provision of staff welfare support.

### **3. Roles of Responsibility**

3.1 All staff have a role to play with regards to their own health and well-being at work and are advised to raise any matters of concern. Staff have a responsibility to be sensitive and responsive to the welfare of other colleagues at work.

3.2 Staff who have a concern regarding their welfare should address this initially to their Line Manager or a Director.

3.3 Staff also have a responsibility to co-operate as far as possible with any initiatives, recommendations, introduced in relation to their welfare and to follow any guidance provided by the company or medical/health professionals.

3.4 The Company recognises the importance of the professional relationships. Managers have primary responsibility for the welfare at work of the staff under their supervision



and should respond to staff in a supportive manner taking into account their feelings and difficulties, in an atmosphere of trust and confidentiality. They should provide support and ensure all staff are treated in a fair, sensitive and confidential manner, at all times they are to be aware of company welfare policy

3.5 Line Managers or Directors should offer confidential advice and support will be provided to staff that have personal, family, medical or work-related problems with a view to assisting them to identify solutions. It is not the role of Line Managers/Directors to provide ongoing counselling for staff, the role is to:

- Provide quality listening and helping service, offering support and information
- Intervene and facilitate where appropriate in assisting to resolve welfare problems
- Signpost other areas of specialist support, information and advice
- To assist with contacting external organisations medical/health professionals and other relevant agencies and to maintain up to date knowledge of welfare discipline

#### **4. Information, advice and support**

Information, advice and support will be provided as far as possible by Line Managers/Directors. The range of information and advice available will include:

- Company policies and procedures relating to staff health and welfare
- Legislation relating to health and welfare of staff
- Occupational health services/medical referrals
- Contact details for support groups and organisations to tailor to the individual's welfare needs, see section 7.

#### **5. Confidentiality**

Individual consultation with a Line Manager or Director regarding a welfare issue is confidential. However, if the Line Manager/Director believes that it is in the interest of the member of staff to consult with another person, the permission from the member of staff will be obtained.

Full confidentiality cannot be extended to disclosures that identify:

- A breach in company regulations
- A breach of criminal law
- A situation where an individual may possibly be at risk of harming either themselves or other people

## 6. Monitoring, evaluation and review

The implantation of the policy will be subject to regular monitoring, evaluation, and using effective indicator tools and will be strategically reviewed or modified to as required in the light of changing circumstances.

## 7. Confidential Contact Numbers:

NHS Mental Health Services [www.nhs.uk](http://www.nhs.uk)

[NHS Choices Moodzone](http://www.nhs.uk/mental-health/self-help/guides-tools-and-activities/mental-wellbeing-audio-guides) also has a range of practical information, interactive tools and videos to help anyone with concerns about low mood, stress or anxiety.

[www.nhs.uk/mental-health/self-help/guides-tools-and-activities/mental-wellbeing-audio-guides](http://www.nhs.uk/mental-health/self-help/guides-tools-and-activities/mental-wellbeing-audio-guides)

Cruse Bereavement Care [www.cruse.org.uk](http://www.cruse.org.uk) 0808 808 1677

Relate (relationships) [www.relate.org.uk](http://www.relate.org.uk) 0300 100 1234

FRANK (substance abuse/drugs) [www.talktofrank.com](http://www.talktofrank.com) 0300 123 6600

AA (alcohol anonymous) [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk) 0800 9177 650

Samaritans [www.samaritans.org](http://www.samaritans.org) Free call: 116 123

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