Health & Wellbeing

# Version Control

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# Introduction

This policy sets out the measures that we will take to support you in maintaining your health and wellbeing at work. Microlink is committed to creating an environment that promotes good mental health and where staff can thrive and feel supported.

Microlink recognises that health and wellbeing are important to your success at work and that there is a great deal that we can do to support and encourage good wellbeing among our staff.

Microlink’s aim is to properly manage the physical and psychological aspects of your work and to embed wellbeing initiatives into everything we do.

The policy does not form part of your contract of employment and we reserve the right to amend it at any time.

# 1 Scope

* 1. This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns and apprentices.

# Roles and Responsibilities

2.1 Organisation

We are responsible for ensuring, so far as reasonably practicable, the health, safety and welfare of all our employees. We also have a duty to take reasonable care of anyone who could be affected by our work.

2.2 In addition to reducing safety risks, this means operating our business in a way that manages stress at work. Microlink will do this by ensuring that you:

2.2.1. Are given the tools that you need to do your job, including appropriate training and support;

2.2.2. Have a say in the way you do your work;

2.2.3. Have an acceptable workload;

2.2.4. Have a good work-life balance;

2.2.5. Are empowered to respond to change positively;

2.2.6. Are treated with respect by your managers and colleagues; and

2.2.7. Are given the best working conditions.

2.3 Microlink will carry on evolving our wellbeing strategy and associated policies to ensure that we promote and support your health and wellbeing at every level.

2.4 Line Managers

Line Managers are responsible for supporting our wellbeing strategy by:

2.4.1. Monitoring workloads to ensure that they are manageable;

2.4.2. Monitoring working hours and holiday to ensure that individuals work appropriate hours and take regular breaks;

2.4.3. Become familiar with our policies and procedures that are likely to affect wellbeing, including those concerning equality, diversity and inclusion, bullying and harassment and flexible working;

2.4.4. Consulting individuals on changes that may have an effect on their health and wellbeing;

2.4.5. Become familiar with employee-support services, for example, counselling.

2.4.6. Encourage individuals to participate I wellbeing initiatives;

2.4.7. Liaise with HR to ensure the successful rehabilitation of any individual who is on sick leave; and

2.4.8. Maintain the confidentiality of any individuals that they are supporting.

## 2.5 Staff

Staff are responsible for supporting our wellbeing strategy by:

2.5.1. Taking reasonable care of their own health and safety and the health and safety of the people with whom they come into contact.

2.5.2. Work appropriate hours, take regular breaks and build healthy habits into their day;

2.5.3. Alert line managers to health, safety and wellbeing problems affecting their work;

2.5.4. Take advantage of counselling if offered; and

2.5.5. Get involved in our wellbeing initiatives.

1. Our Wellbeing Initiatives
   1. Microlink undertakes a number of initiatives to help bring awareness to your health and wellbeing together with lifestyle issues affecting mental health and wellbeing. Microlink encourage you to feedback and participate when relevant.
   2. Microlink also encourages you to make suggestions for wellbeing activities. You can make suggestions by contacting HR.

# Requesting Support

* 1. If you believe that your wellbeing is at risk, you are encouraged to speak to your line manager or HR. We urge you to be as open as possible about a particular issue that you are experiencing or adjustments that you need to ensure that you are provided with the right level of support.
  2. Any health related information disclosed by you during discussions with your line manager or HR will be treated sensitively and in confidence.

# Data Protection

5.1 Microlink will process any personal data collected in accordance with our Data Protection Policy on processing special categories of personal data. Data collected from the point at which we become aware of the issue is held securely and accessed by and disclosed to individuals only for the purposes of providing the necessary support.

# 6 Exceptions

6.1 There are no exceptions to this policy.

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| Name: | Michael Moore |
| Position: | Legal Counsel |
| Date: |  |
| Signature: |  |

**Appendix**

# Health and Safety Executive (HSE) Management Standards

**What are the Management Standards?**

***The Management Standards are:***

1 [**Demands**](https://www.hse.gov.uk/stress/standards/demands.htm)  This includes issues such as workload, work patterns and the work environment.

2 [**Control**](https://www.hse.gov.uk/stress/standards/control.htm)  How much say the person has in the way they do their work.

3 [**Support**](https://www.hse.gov.uk/stress/standards/support.htm)  This includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.

4 **R**[**elationships**](https://www.hse.gov.uk/stress/standards/relationships.htm)This includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.

5 [**Role**](https://www.hse.gov.uk/stress/standards/role.htm)  Whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.

6 [**Change**](https://www.hse.gov.uk/stress/standards/change.htm)  How organisational change (large or small) is managed and communicated in MLPC.

***HSE's Management Standards represent a set of conditions that if present:***

* Demonstrate good practice through a step-by-step risk assessment approach.
* Allows assessment of the current situation using pre-existing data, surveys and other techniques.
* Promotes active discussion and working in partnership with employees and their representatives, to help decide on practical improvements that can be made.
* Helps simplify risk assessment for work-related stress by:
* identifying the main risk factors;
* helping employers focus on the underlying causes and their prevention;
* providing a yardstick by which organisations can gauge their performance in tackling the key causes of stress.

**Management Standards workbook**

This workbook is free of charge and can be downloaded and printed to develop the approach to be used. The completed document can be retained as evidence of what actions were taken.