



# Policy Statement

## Health and Wellbeing at Work

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## Health and Wellbeing at Work Policy Statement

Alan Wood & Partners is committed to protecting the health, safety and wellbeing of our staff. We recognise the importance of identifying and tackling the causes of work-related stress. We also recognise that personal stress, while unrelated to the workplace, can adversely affect the wellbeing of staff at work.

We understand that we have a legal duty to take reasonable care to ensure that staff health is not put at risk by excessive pressures or demands arising from the way work is organised.

This policy takes account of our obligations under the Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations 1999, Employment Rights Act 1996, Protection from Harassment Act 1997, Working Time Regulations 1998 and Equality Act 2010.

We want to support the health and wellbeing of all our staff and will provide appropriate support for staff who are suffering from stress, mental ill health or any health matter, on a confidential basis where appropriate, regardless of its source.

We will:

- Promote a culture of open communication. We want staff to feel confident that any concerns they raise about their work or working environment will be addressed. We will provide both formal and informal means for them to raise concerns
- Provide training for managers and supervisors in good management practices
- Take account of stress and health and wellbeing when planning and allocating workloads. We will provide opportunities to discuss these through informal discussions and our appraisal processes
- Monitor working hours and overtime to ensure that staff are not overworking and monitor holidays to ensure that staff are using their entitlement
- Ensure risk assessments include or specifically address work-related stress
- Facilitate requests for flexible working where reasonably practicable
- Ensure that in any workplace reorganisation that they are designed to minimise uncertainty and stress
- Implement policies and procedures to address factors that can cause stress at work, or add to personal stress, in particular so that we can:
  - provide a workplace free from harassment, bullying and victimisation; and
  - address inappropriate behaviour through disciplinary action
- Provide training to help all staff understand and recognise the causes of work-related stress and mental ill health, the impact of stress from factors in everyday life and the steps they can take to protect and enhance their own health and wellbeing and that of their colleagues.

This policy covers all employees, officers, consultants, contractors, casual workers and agency workers.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

## Confidentiality

Information about stress, mental health and health and wellbeing is highly sensitive. Every member of staff is responsible observing the high level of confidentiality that is required when dealing with information about stress or mental health whether they are supporting a colleague or because they are otherwise involved in the operation of a workplace policy or procedure.

Breach of confidentiality may give rise to disciplinary action.

However, there are occasions when information about stress or health and wellbeing needs to be shared with third parties. For example:

- Where steps need to be taken to address work-related stress such as reallocating work within a team.
- Where medical advice is required on how to support a member of staff, address issues raised by work-related stress or address issues raised by mental ill health.
- Where allegations of harassment, bullying or other misconduct require a disciplinary investigation or proceedings to take place.
- Where a member of staff presents an immediate danger to themselves or others.

In these circumstances, wherever possible, matters will be discussed with the member of staff concerned before any action is taken.

For further details, including procedures please refer to the full policy.

The Managing Director, Board and Senior Management Team will ensure that this policy is used as the basis for the organisation and management of health and wellbeing at work initiatives.

Employees have an obligation to comply with Alan Wood & Partners' processes and procedures that allow Alan Wood & Partners to fulfil its legal obligations. Employees who fail to fulfil or discharge their responsibilities satisfactorily may be subject to disciplinary action.

This policy applies to all people who perform services for or on behalf of Alan Wood & Partners, including all full and part-time employees, directors, agency staff / contractors and all persons employed by Alan Wood & Partners.

This policy has been produced for Alan Wood Partnership Limited T/A Alan Wood & Partners (AWP) and covers all of its regional offices.

This policy was approved by Alan Wood & Partners Board.

This policy is regularly reviewed in order to ensure its continuing suitability. As HR Director of Alan Wood & Partners, I accept ultimate responsibility for the Health and Wellbeing at Work Policy Statement.



**Jonathan Saunders**  
**Director**

**Date: February 2024**

**Review Date: January 2025**