

## Shoreditch Trust Workplace Wellbeing Policy

### Policy Statement

We are committed to protecting the health and wellbeing of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the organisation. Managers are responsible for implementation and the organisation is responsible for providing the necessary resources.

### Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

### Policy

- The Trust will aim to identify workplace stressors and conduct risk assessments to control the risks from stress. These risk assessments will be regularly reviewed.
- The Trust will provide training for managers and supervisory staff in good management practices.
- The Trust will provide adequate resources to enable managers to implement the organisation's agreed workplace wellbeing strategy.

### Responsibilities

#### **Managers**

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer support to a member of staff who is experiencing stress outside work e.g., bereavement or separation.
- Support individuals who have been off sick with stress, including management on a planned return to work.

#### **Health and safety staff**

- Consult with staff on issues of workplace wellbeing including conducting any workplace surveys.
- Provide specialist advice and awareness training on workplace wellbeing.

- Give guidance to managers on the policy and support managers in implementing procedures to minimise harm from workplace stressors.
- Monitor and review the effectiveness of measures to improve workplace wellbeing.
- Advise managers and individuals on management training requirements.

**Employees**

- Raise issues of concern with line manager or the Deputy CEO.
- Accept opportunities for support when recommended.
- Comply with organisational policy, including taking your full holiday entitlement.

**Senior Management Team**

- The senior management team will perform a pivotal role in ensuring that this policy is implemented.
- The senior management team will oversee monitoring of the efficacy of the policy and other measures to promote workplace wellbeing.

Approved by Shoreditch Trust Board  
Signed Chair



May 2023  
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