



Employee Wellbeing Policy

Latest Update: August 2023

Introduction

Creative Listening is committed to look after the health and safety of employees including their wellbeing.

The aim is to create a workplace culture that promotes and supports the health and wellbeing of all staff, to support staff in regular physical exercise and to encourage employees to make healthy eating choices.

Objectives

1. Mental Wellbeing

- A) 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
- B) To provide support and guidance for any member of staff experiencing mental health issues
- C) To encourage the employment of people who have experienced mental ill health
- D) To recognise that workplace stress is a health and safety issue

2. Physical Activity

- A) To raise awareness of the importance of physical activity for managing stress and maintaining mental wellbeing
- B) To recognise that workplace stress is a health and safety issue

3. Healthy Eating

- A) To raise awareness of the importance of healthy eating for both physical and mental wellbeing
- B) To encourage and support staff in making healthier eating choices

Communication

All employees will be made aware of the workplace mental health and wellbeing policy and any resources that are available to them. The workplace mental health and wellbeing policy will be included in employee induction packs. It will also be promoted each year and will be available to download from the staff shared drives and servers.

All staff will also be made aware of their own responsibilities in implementing the policy actions. Including, raising any issues or concerns, and seeking help from a line manager, HR, occupational health, or a mental health first aider. A mental health lead, or team will be established to ensure the policy actions are implemented across the business. Regular updates will be provided to all staff through line management.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by and approved by the organisation's [board of directors/members], who will review and update it annually.