

# Wellbeing Policy

October 2024





**Contents**

Issue Control Sheet..... 3

1.      Purpose ..... 4

2.      Our Goal ..... 4

3.      Responsibilities..... 4

4.      Our Commitment ..... 4

5.      Wellbeing Activities ..... 5

6.      Further Support – Employee Assistance Programme..... 5

## Issue Control Sheet

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Document Authors		
Name	Signature	Date
Katherine Kerr	[Retacted due to external publication]	23 <sup>rd</sup> October 2024

Document Approval		
Name	Signature	Date
Austen Mirner	[Retacted due to external publication]	23 <sup>rd</sup> October 2024
Ellie Armour	[Retacted due to external publication]	23 <sup>rd</sup> October 2024

## 1. Purpose

We aim to establish, promote, and maintain the mental health and wellbeing of all our colleagues. We want you to feel comfortable, healthy, and happy whilst at work.

This policy applies to everyone employed by Speedy Hire and sets out our commitment to promote wellbeing in the workplace.

## 2. Our Goal

We want to build and maintain a working environment and culture that supports mental health and enables us to tackle any factors that may have a negative impact.

We aim to increase employee knowledge and awareness of mental health and wellbeing issues and behaviours, as well as reduce the stigma around conditions like depression and anxiety.

We actively encourage colleague participation in a range of initiatives that support mental health and wellbeing including regular physical exercise and making healthy eating choices.

## 3. Responsibilities

**We encourage all colleagues to:**

- Understand this policy and seek clarification where required.
- Support and contribute to our aim of providing a healthy working environment.

**All colleagues have a responsibility to:**

- Take reasonable care for their own mental health and wellbeing, including their physical health.
- Take reasonable care to ensure that their actions do not affect the health and safety of other colleagues in the workplace.

**All managers have a responsibility to:**

- Actively support and contribute to the goals of this policy.
- Implement a positive working culture across their departments.
- Consider mental health first aid training amongst their teams.

## 4. Our Commitment

- We will ensure that any conflict is dealt with quickly and effectively, to ensure the workplace is free from bullying, harassment, racism, or discrimination.
- We will treat all matters relating to colleague mental ill health in the strictest confidence, and only share information with prior consent from the individual concerned.
- We will engage Occupational Health (with your prior consent) at the right time to support any periods of sickness absence relating to mental health and wellbeing.
- All colleagues involved in the recruitment process will be aware of mental health issues and the Disability Discrimination Act.

- We will ensure we have the appropriate amount of mental health first aiders to provide support in the workplace.
- We will actively promote our Employee Assistance Programme (EAP) to all colleagues, so they have additional, confidential, and impartial support as and when they need it.
- All colleagues will have access to our Cycle to Work scheme to support their mental and physical health.

## 5. Wellbeing Activities

We aim to support your mental wellbeing through various activities, which may include:

- Companywide physical challenges, such as our As One Challenge (promoting physical exercise outside of work in order to achieve a collective goal).
- Social events within your departments or wider team.
- Our PLUS (People Like Us) talks
- Offering flexible and hybrid working, where appropriate.
- Dedicated time to talk days.

We would recommend that you keep up to date with internal newsletters and announcements, giving you the opportunity to join in with any social events that will promote mental health and wellbeing in the workplace.

## 6. Further Support – Employee Assistance Programme

We offer an Employee Assistance Programme (EAP) through PAM (People Asset Management) who are completely impartial to Speedy Hire. They offer free, confidential advice 24 hours a day, 365 days a year, either by telephone, email or online chat.

Call free on: UK [Retacted due to external publication] / ROI [Retacted due to external publication]

Go online: [www.pam-assist.co.uk](http://www.pam-assist.co.uk) (Access code: [Retacted due to external publication])

You can also visit our Wellbeing Hub, which can be found by: [Retacted due to external publication]