

The SUN Network Cambridgeshire and Peterborough Staff Wellbeing Policy

1. Policy statement

The SUN Network is committed to supporting all staff and has a duty to ensure the health, safety, and welfare of all its staff. It aims to establish a positive health and wellbeing culture that includes awareness and understanding, effective processes, and positive behaviour by staff at all levels.

Work can have a positive impact on health and wellbeing. Healthy and well-motivated staff can have an equally positive impact on the productivity and effectiveness of a business. The growing awareness of work-life balance has also made us aware of the relationship between our mental and physical wellbeing and the job we do.

2. Work is good for your health

Studies show that work is generally good for your health. As well as a financial reward it gives many of us self-esteem, companionship, and status.

Healthy workplaces have:

- Leaders who help staff see where they fit into the bigger organisational picture
- Effective line managers who respect, develop, and reward their staff
- Consultation that values the voice of staff and listens to their views and concerns
- Relationships based on trust and shared values
- Healthy and motivated people who go that extra mile, give good customer service, have less absence, provide commitment and creativity, and have high levels of trust between staff and directors

Trust is nurtured by involving staff in decision-making and developing an open style of communication.

The SUN Network is committed to developing and maintaining a healthy workplace.

3. The purpose of the policy

This policy provides a framework within which we will:

- Encourage and facilitate working practices and services that support staff health and wellbeing
- Minimise wherever possible the detrimental impact of work-related anxiety or harmful stress on all staff and their work
- Ensure that staff are appropriately supported in their workplace.

It is our policy to:

- Promote health and wellbeing through our management policies and support services
- Prevent, so far as is practicable, those circumstances detrimental to health and wellbeing
- Provide a culture where all health and wellbeing issues can be discussed openly in a supportive way
- Provide a working environment free from bias and stigma, and where staff who have health difficulties receive appropriate support and adjustments to allow them to achieve their fullest potential
- Monitor and review indicators of organisational health and wellbeing, and to take steps to respond where issues are identified
- Seek to ensure that those who support or manage staff who are experiencing health and wellbeing issues are themselves supported as they respond to the needs of colleagues
- Improve understanding and awareness of health and wellbeing issues and the support available
- Ensure effective policies are in place for managing people issues such as communication, absence, grievances and sickness absence

4. Scope

This policy applies to all staff.

While we have a legal obligation to manage work-related factors that could harm staff health and wellbeing, including work-related anxiety or harmful stress, we acknowledge that the majority of those who describe their wellbeing as poor attribute this to a combination of problems both at work and outside work in their personal life. This policy therefore, makes no distinction between work-related and personal factors in supporting staff health and wellbeing

5. Definitions, terminologies, and legal responsibilities

Wellbeing and mental health

Mental health is an aspect of wellbeing in which the individual realises their own abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to their own community.

The law

We have a statutory duty under the Health and Safety at Work Act (1974) to ensure the health, safety, and welfare of all our staff. The Act also places a general duty on the member of staff to cooperate with their employer to enable that duty to be complied with. We will support and promote policies and practices which uphold this statutory duty.

Anxiety or Harmful Stress

Anxiety or harmful stress is a physical and psychological reaction when pressures and demands are beyond an individual's ability to cope. In the workplace, it is important to distinguish between excessive pressure and demands from those that are reasonable and provide stimulating and challenging work. Much will depend on an individual's ability to cope with the pressures and demands placed upon them and different individuals will have differing abilities to cope.

6. Interactions with other policies and guidance

This Policy supports and is aligned with other policies and guidance. Particular attention is drawn to the Health and Safety, Staff Absence, Grievance and Safeguarding Policies. While all dealings with staff are subject to the organisation's policy on Data Protection, confidentiality is often of paramount importance to those experiencing wellbeing difficulties. However, that confidentiality may be necessarily breached where the individual is deemed to be a risk either to themselves or to other people. The safety of the individual and/or the safety of other members of our community must take precedence over confidentiality

7. Equality and Disability

The SUN Network is committed to ensuring that it makes every reasonable effort to provide a supportive, inclusive environment for staff with disabilities and staff that acquire disabilities during the course of their employment. The aim is to remove barriers and/or make reasonable adjustments to the working environment and/or policies, procedures and processes which could disadvantage staff with disabilities, and, wherever possible, support disabled staff. We will comply with the Disability Discrimination Act.

8. Mental and Physical Health and Domestic Violence.

We recognise that for staff, home lives and work lives are not completely separate. We therefore encourage a culture in which staff will feel able to raise issues about their home life with colleagues and with their manager where necessary. Because our work is about the lived experience of people with mental health or substance misuse issues, it can be very positive for staff to share their own issues in these areas as far as they feel able, and we aim to maintain a culture where this is not hard to do. But there can also be times when the health of staff is adversely affecting their ability to function at work. With regard to mental well-being, we aim for all staff to feel able to share any times when this is significantly harming their ability to work, with the Executive Director in confidence.

This *may* lead to:

- An agreement that the member of staff carries on in their role with a reduced workload, monitored by their line manager

- An agreement that the member of staff sees their GP with a view signed off sick
- Extra support such as counselling being arranged by The SUN Network

Staff should discuss any physical health issues with the Executive Director in a similar way. Staff may also be experiencing domestic violence within the home. Considerable fear and stigma may be felt by the victim, who for such reasons may be reluctant to disclose what is happening to them. The SUN Network recognises that domestic violence is still under-reported and that employers have a role to play in supporting staff through such experiences, helping them find a way out. It is accepted that whilst women are most likely to experience domestic violence and/or coercive control, men can also be victims and parents can be at risk from their own children. Whatever the specifics of the situation, The SUN Network through the Executive Director will:

- Maintain a culture where stigmatising attitudes are avoided so that staff are confident to speak up about what is happening at home
- Respond sympathetically and without judging, making sure the member of staff remains in control of how their situation is handled
- Explore sensitively how the domestic violence may be affecting the staff member's ability function at work
- Agree a plan, involving other agencies with expertise in this area as necessary with the agreement of the member of staff

9. Alcohol and Drugs in the workplace

We recognise that members of staff may develop an alcohol or drug problem and we would attempt to deal constructively and sympathetically with such a problem. The aim of this policy is to promote a responsible attitude to drink and drugs and offer assistance to any member of staff or volunteer who may need it. No illegal drugs may be brought into or consumed in The SUN Network offices at any time. Alcohol may only be brought onto the premises and consumed at a specific event with the express permission of the Executive Director. No member of staff shall drink alcohol or take drugs at or during work, or when driving on The SUN Network business. A breach of this policy is a disciplinary offence and will be dealt with under the disciplinary procedure. If the offence is considered to be sufficiently serious, the offence may be deemed gross misconduct and will result in immediate dismissal.

Alcohol and drug related misconduct

Action will be taken under the disciplinary procedure if misconduct takes place at work as a result of drinking alcohol or taking illegal drugs, misusing prescription drugs, if a member of staff is found to be under the influence of alcohol or illegal drugs at work or if drugs are being bought or sold on our premises or at work-related events. In these cases, the offence is likely to be deemed to be gross misconduct and to result in immediate dismissal. If staff develop a problem with drugs and/or alcohol whilst working or volunteering for The SUN Network the organisation will support you with signposting to advice and support services.

10. Managing Organisational Change

Any organisation can be expected to have times when it needs to implement changes that will affect some or all of their staff. This may be because of new legislation or guidance, changes in our contracts with commissioners, or our own plans to broaden or alter the services we provide as part of our strategic goals. However, for a relatively small, locally commissioned service such as The SUN Network, it is expected that major organisational change will be rare. The SUN Network understands that organisational change can be disturbing for staff and that any reorganisation needs to be carefully implemented from start to finish. Essential to this is clear and accurate communication of what is planned, why it is planned and how it will be delivered. As part of the process, we will:

- Comply with all relevant legislation and guidance with regard to employment rights
- Follow recognised national best practice in areas such as significantly changing or deleting a job description, or obliging staff to compete for newly defined roles
- Involve all staff who may be affected by any planned changes at the earliest stage possible, whilst recognising that the ultimate responsibility for agreeing the scope of any organisational change rests with the Board
- Show openness and transparency between Board and staff affected, communicating verbally and in writing where necessary what is planned and how each staff member will be affected if at all
- Taking staff feedback on board, whilst also being honest about what is negotiable and what is not negotiable
- Review how the change has been managed when it is done, so that we capture any possible learning from the experience

11. Responsibilities

The SUN Network through its Board is responsible for:

- Promoting a culture of co-operation, trust, and mutual respect
- Providing support, recognising that different people have different abilities and capacities to cope with change and potentially stressful situations
- Ensuring that there is advice and guidance on procedures to support staff experiencing health and wellbeing issues, and their colleagues
- Encouraging a non-stigmatising work environment for all staff
- Ensuring sensitivity in disclosure and maintaining confidentiality unless it is clearly unsafe to do so
- Supporting the management of sickness absence and monitoring staff turnover
- Providing advice and guidance to directors and staff and signposting support
- Work-related health and wellbeing issues

- Facilitating appropriate arrangements to support individuals experiencing health and wellbeing issues
- Supporting directors experiencing problems with staff performance and attendance

The Executive Director is responsible for:

- Ensuring that safety issues reported to them are addressed at the appropriate level and in a timely manner
- Risk assessing work-related anxiety or harmful stress within the organisation
- Providing staff with wellbeing awareness information
- Defining clear roles for staff and ensuring that staff are competent to undertake their roles
- Treating staff with consideration and dignity, and supporting steps taken to promote a culture of co-operation, trust, and mutual respect
- Ensuring that any staff member who is affected by health and wellbeing issues is appropriately and sensitively supported
- Ensuring that they are aware of guidance, policy and available support and advisory services in relation to health and wellbeing
- Supporting and encouraging flexible working practices wherever practical to do so
- Taking action where the performance and/or behaviour of a staff member may cause stress to their colleagues

All Staff

All staff have a responsibility to take care of their own health and safety and that of others who may be affected by their actions. This includes:

- Taking responsibility for their own health and wellbeing
- Informing the Executive Director of health and wellbeing difficulties so that appropriate support can be put in place
- Raising concerns with the Executive Director about work-place pressures and asking for help
- Participating in appraisals and responding to training and development opportunities
- Treating all staff with consideration and dignity and supporting steps taken to promote a culture of co-operation, trust, and mutual respect
- Contributing towards a non-stigmatising culture
- Upholding confidentiality (wherever safety is not compromised)
- Supporting peers within appropriate limits and boundaries

Wellbeing Support

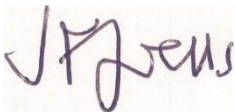
To encourage a healthy culture, The SUN Network are committed to supporting:

- The establishment of staff wellbeing champions
- A lead Director for wellbeing
- A range of activities to promote individual and team wellbeing.
- Further information
- ACAS Health, work, and wellbeing checklist
- <http://www.acas.org.uk/media/pdf/8/n/Health-work-and-wellbeing-accessible-version.pdf>

Approved by The Sun Network Board of Directors

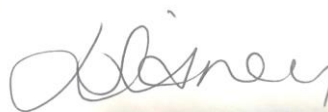
Date: January 2023

Signed:



Jonathan Wells
Chair of Directors

Signed:



Lois Sidney
Executive Director