



Health and Wellbeing Policy

GENERAL STATEMENT OF POLICY

Atlantix Construction Limited is committed to the health and wellbeing of its employees and subcontractors. The company has in place a number of measures to aid wellbeing and aims to promote wellbeing, to prevent sickness absence wherever possible and to manage cases of sickness absence where they occur.

As part of the company's commitment to provide the highest standards of construction work, Atlantix Construction Limited needs and values good attendance by employees. It is recognised that sickness absence is costly to the company both from a financial point of view and terms of the ability to provide and sustain a good level of customer service.

The company is fully committed to supporting employees in achieving good attendance levels although it recognises that employees experiencing ill-health may require periods of sickness absence from time to time. The company will make all reasonable efforts to support employees whose performance may be reduced due to a health issue – by allowing flexible working, providing more suitable facilities, adjusting workloads, etc.

Support and encouragement will be given to employees wishing to maintain or improve their general wellbeing by the use of exercise and therapy.

Senior management recognise that in order to assist in the maintenance of a healthy workforce, an assessment of the risks associated with the employee and subcontractor activities is necessary and the appropriate controls to prevent harm need to be determined and rigorously enforced. It is accepted that ill-health can result from exposure to harmful substances, working with noisy and vibrating equipment, handling heavy items, working in poor weather conditions and working under stressful conditions. Every effort shall be made to adequately control these risks and where signs of ill-health are evident the company shall provide access to medical advice and assistance, including time away from the job to receive treatment.

Where employees have taken time off work for ill-health, management shall ensure that, on return, the employee is given support and encouragement to get back to normal working.

The Managing Director has ultimate responsibility for the contents and implementation of this policy and will review and update the policy on an annual basis.

Signed

Review Date: 1st June 2016

P Tolan
Managing Director
Atlantix Construction Ltd

Responsibilities

In order to ensure satisfactory implementation of this policy, the responsibilities detailed below shall be carried out.

Managing Director

The Managing Director is responsible for:

- Informing all staff of the provisions of the Health and Wellbeing Policy;
- Ensuring that the Health and Wellbeing Policy is applied consistently and fairly;
- Providing managers with information on the policy and its implementation in order to ensure consistency and equality in application;
- Advising managers in the management of sickness absence and advising them on the interpretation of the policy;
- Maintaining absence records and correctly applying sickness payments;
- Providing managers with access to information in relation to staff sickness absence to assist in the management and improvement of attendance;
- Developing initiatives that further support a healthy workforce and improve attendance levels within the company.

Managers

Managers within the company are responsible for:

- Ensuring that employees are made aware of the company's Health and Wellbeing Policy at induction;
- Ensuring that the policy is followed;
- Providing employee sickness absence information to the Directors in a timely manner;
- Remaining in contact with staff who are absent from work due to sickness;
- Ensuring that employees who are absent through sickness are treated in a fair and consistent way – with sensitivity and confidentiality;
- Providing support and encouragement to facilitate the smooth return to work for employees after longer periods of absence;
- Making all reasonable efforts to support employees whose level of performance at work may be temporarily reduced as a result of a health issue;

Employees

It is the responsibility of the employee to:

- Take personal responsibility for his/her attendance at work, recognising that full attendance is the standard expected;
- Personally inform their manager as early as possible if they are unable to attend for work due to personal illness or injury;
- Submit medical certificates as necessary during their sickness absence;
- Keep their manager informed of their progress and make him/her aware of any medical developments on a regular basis throughout a period of sickness;]
- Follow any medical advice received from his/her own General Practitioner/Specialist in order to restore good health as quickly as possible;
- Take personal responsibility for his/her recovery and timely return to work.