**Employee Wellbeing Policy**

**POLICY STATEMENT**

Boleskine Community Care (BCC) is committed to ensuring the wellbeing of all employees. It is recognised that work has an impact on the mental and physical health of employees, and BCC is committed to making that a positive commitment.

Effective employee wellbeing will be achieved by:

•encouraging employees to seek work-life balance

•considering requests for career breaks and sabbaticals

•encouraging employee fitness

•promoting dignity at work

•minimising the stressful impacts of work

•managing sickness absence effectively

BCC does not have the resources to provide or arrange medical treatment or any other form of specialist assistance but encourages its staff to seek such services from their GP’s, hospitals or other agencies as and when needed. Your line manager will be understanding of all reasonable requests to permit time for such consultations or treatments.

**WORK – LIFE BALANCE**

•All employees with at least 26 weeks’ continuous service are legally entitled to request flexible working if they have not made a similar request in the past 12 months. BCC will address all requests sympathetically and will try to meet all requests when the needs of the Charity allow.

•Requests to work from home will be given careful consideration. A request will only be allowed if it will not have a negative impact on the smooth operation of the Charity. Employees must note that some jobs or aspects of their job can never be successfully carried out from home.

•Employees who are allowed to work from home will be expected to attend the workplace as and when needed to fulfil the needs of their job and as agreed with their Line Manager. This is also necessary to allow effective communication and ensure that the employee does not feel isolated from the work environment.

•BCC aims to keep all employees informed with the development of the Charity. This may be achieved by one-to-one discussions or workplace group meeting as appropriate – such meetings will be planned with due respect to all employees work patterns and commitments.

**REQUESTS FOR CAREER BREAKS AND SABBATICALS**

• A career break is a period of time away from the workplace. This will be for a minimum of one year and a maximum of three years. During the period of a career break the individual is not an employee of the Charity, hence employment is not considered continuous, however they will be kept in touch with what is happening in the Charity through regular updates to facilitate a smooth return to work in the future.

•A sabbatical can be for a maximum of twelve months. During the sabbatical an employee will not be expected to be doing work connected with the organisation. During the sabbatical the individual will remain an employee and continuity of service will continue to accrue. An employee is required to have at least [number]years’ service before requesting a sabbatical.

•Requests for a career break or sabbatical must be made in writing to the line manager giving due explanation for the purpose and benefits.

•Career breaks and sabbaticals within the workplace of a small charity will be extremely difficult to accommodate and require significant planning. For this reason, the option for such is not defined in the ‘contract of employment’. BCC will consider any such request with due respect for the wellbeing of the employee, the circumstances of the employee in making such a request and the implications for the Charity. However, BCC reserves the right to refuse a request for a career break or sabbatical. The reasons for a refusal will be confirmed in writing to the employee.

**PROVIDING MEDICAL ASSISTANCETO EMPLOYEES / PROMOTING HEALTHY OPTIONS**

To promote the health of all employees BCC will do the following.

• BCC does not yet make provision for private healthcare for employees, considering that the services available in this region are more than adequate to meet needs. Should the Charity identify specific needs in the future and Charity resources permit then consideration will be given to establishing private healthcare options for employees. Details of such would then be reflected within revisions to the employee’s contract of employment.

•Provide access to a confidential counselling service as needed. This service is not run by BCC and no information about who has used the service, or why it has been used, is given to BCC. BCC will support employees in need of such advisory or counselling service.

•Promote healthy eating

•Support employees trying to give up smoking and, if so required, assist the employee in seeking specialist services who will provide advice and support to those who try to give up smoking.

**ENCOURAGING EMPLOYEE FITNESS**

To promote exercise and fitness:

•Our location is excellent for maintaining general fitness by cycling, walking, jogging or running – all good for health and exploring our natural environment. Indoor sports facilities are not yet available within our area, the provision of such are under discussion – BCC will then encourage its employees and families to utilise such facilities.

Currently indoor exercise classes and social walks are run by Specialists and/or Volunteers to engage with those in our community requiring more gentle or remedial exercise, employees may join such fi their work schedule so permits and is agreed with their line manager.

•From time to time, charitable sporting events are held in the area and employees – these will be publicised to staff and members with the aim to help fitness and, potentially, raise funding for our charity.

**PROMOTING DIGNITY AT WORK**

BCC believes that all employees should be able to work without fear of being harassed or distressed by their colleagues, customers or other contacts in the workplace.

•Any employee who is distressed by events at work and believes that their dignity has been violated or they have suffered harassment should talk to their line manager or, if not appropriate, then to a Trustee. This will be addressed in confidence.

•BCC will add promptly to investigate any allegations of unacceptable behaviour in the workplace – the actions undertaken being covered under the Charity’s ‘Personal Harassment Policy’.

•BCC will support employees in getting over any distress that has been caused.

•Employees who harass colleagues, or engage in otherwise upsetting behaviour, could be subject to disciplinary action.

**MINIMISING THE STRESSFUL IMPACTS OF WORK**

•All jobs can have times when the work is particularly busy, or particularly demanding. BCC recognises this and will support employees by allowing regular breaks for the employee to rest from these demands.