

Employee Wellbeing Policy

Aban Development Builders

Effective Date: 17.06.23

Introduction

At **Aban Development Builders**, we value the wellbeing and happiness of our employees. We believe that a positive and supportive work environment promotes not only the health and happiness of our employees but also enhances productivity and organizational success. This Employee Wellbeing Policy outlines our commitment to fostering a culture of wellbeing and providing resources to support the physical, mental, and emotional health of our employees.

Policy Statement

- a. **Physical Wellbeing:** We are committed to promoting the physical health and safety of our employees. We will provide a safe and healthy work environment that complies with relevant health and safety regulations. We encourage employees to adopt healthy lifestyle practices, including regular exercise, healthy eating, and maintaining a work-life balance.
- b. **Mental and Emotional Wellbeing:** We recognize the importance of mental and emotional wellbeing in the overall health of our employees. We will promote an inclusive and supportive work environment that values open communication, respect, and empathy. We encourage employees to seek help and support for mental health concerns and provide access to resources and assistance programs.
- c. **Work-Life Balance:** We understand the significance of maintaining a healthy work-life balance. We encourage employees to prioritize self-care, manage their workload effectively, and use available flexible work arrangements to accommodate personal needs and responsibilities.
- d. **Employee Assistance Programs:** We provide access to employee assistance programs or resources that offer confidential counselling, support, and guidance for personal and work-related challenges. These programs may include counselling services, wellness workshops, and resources for stress management, financial wellbeing, and personal development.
- e. **Preventive Health Measures:** We promote preventive health measures and encourage employees to participate in health screenings, vaccinations, and wellness initiatives. We may provide information, incentives, or opportunities for employees to engage in health promotion activities such as fitness challenges, wellness campaigns, and educational workshops.
- f. **Supportive Policies:** We have policies in place to support employee wellbeing, including flexible work arrangements, reasonable workload expectations, and provisions for time off for personal and family-related needs. We will regularly review and update these policies to align with evolving best practices and employee needs.

Responsibilities

- a. **Management:** Managers and supervisors have a responsibility to foster a culture of wellbeing, lead by example, and support the implementation of this policy. They should be proactive in addressing employee concerns, promoting work-life balance, and encouraging open communication regarding wellbeing matters.
- b. **Human Resources:** The Human Resources department is responsible for implementing and monitoring employee wellbeing initiatives. They will provide resources, programs, and support to employees and managers to promote wellbeing in the workplace. They will also handle inquiries, concerns, and confidential matters related to employee wellbeing.
- c. **Employees:** Employees have a shared responsibility for their own wellbeing and the wellbeing of

their colleagues. They should actively engage in wellbeing initiatives, take advantage of available resources, and seek support when needed. Employees are encouraged to communicate their wellbeing needs and concerns to their managers or the Human Resources department.

Communication and Training

We will communicate this Employee Wellbeing Policy to all employees and ensure they are aware of the resources and programs available to support their wellbeing. Training sessions, workshops, and educational materials may be provided to promote awareness, understanding, and adoption of healthy habits and self-care practices.

Monitoring and Review

We will monitor the effectiveness of our Employee Wellbeing Policy and related initiatives through feedback, surveys, and data analysis. We will periodically review the policy to ensure its continued relevance, alignment with best practices, and compliance with legal obligations.

Confidentiality and Privacy

We are committed to maintaining the confidentiality and privacy of employees' personal information and any sensitive matters related to wellbeing. Information disclosed during wellbeing programs, counselling sessions, or related activities will be treated with the utmost confidentiality, in accordance with applicable laws and regulations.

Policy Review

This Employee Wellbeing Policy will be reviewed periodically to ensure its ongoing effectiveness and alignment with organizational needs, legal requirements, and industry standards. Any necessary updates or revisions will be made to reflect changes in circumstances and emerging practices.

Signed: *M. Hutchinson*

Name: Michael Hutchinson

Date: 17.06.23