

Policy Number	CEH/HR/067
Policy Author (s)	People Team
Policy Approval	Approved

Policy Amendment History

Version No.	Date	Amendment Details	Approved By
1	June 2022	Initial Version	Unions & EB
2	July 2025	Combined with Health Promotion Policy and streamlined	Union, People Team & SHE Team
3	MMM YYYY		

Document Data Classification Internal Use

Document Audience

All UKCEH staff and students

This document reflects UKCEH's commitment to EEDI by ensuring that all Policies, Procedures, and SOPs are reviewed and considered for their impact on the nine protected characteristics. Consistent third-person terminology is used throughout.

1. Purpose

- 1.1. This policy aims to create a supportive and inclusive environment that promotes the physical, mental and emotional health of all employees, workers and students. By fostering a culture of care and offering resources to support this, the policy strives to enhance overall wellbeing, boost productivity and ensure that employees feel valued, supported and empowered to thrive both professionally and personally.
- 1.2. This policy sets out the wide range of support, resources and initiatives available, alongside the responsibilities of all employees, to support overall wellbeing at UKCEH.
- 1.3. For additional support in relation to any of the resources outlined within this policy, please contact the People Team on people@ceh.ac.uk.

2. Scope

- 2.1 This policy applies to all UKCEH employees, workers and students.

3. Policy Statement

- 3.1 UKCEH is committed to supporting the mental and physical wellbeing of all employees workers, and students.
- 3.2 UKCEH strives to:
 - Promote a culture that values and supports employee wellbeing, ensuring that employees feel valued and supported in their roles.
 - Fulfil legal and moral obligations related to employee health through robust health and safety measures.
 - Provide clear roles and responsibilities for wellbeing management to ensure accountability across all levels of the organisation.
 - Offer accessible support services, including occupational health, employee assistance programmes, and proactive health assessments.
 - Encourage proactive self-care and resilience-building strategies through education, training, and access to wellbeing resources.
 - Identify and mitigate risks to employee wellbeing through structured assessment frameworks and risk assessments tailored to individuals.

Organisational Commitment

- 3.3 UKCEH will:

- Ensure workplace demands are reasonable and do not negatively impact mental health by conducting regular risk assessments, stress audits, and employee feedback surveys.
- Provide support for employees experiencing health challenges, including access to occupational health, phased return-to-work plans, and flexible work arrangements, where possible.
- Regularly review wellbeing policies and practices, ensuring alignment with the latest best practices and legislative requirements.
- Provide training and awareness initiatives on health and wellbeing topics, including stress management, mental health, and dealing with workplace challenges.

Health Promotion and Occupational Health Services

- 3.4 Pre-employment Screening: All appointments to UKCEH are made subject to satisfactory pre-employment health screening. This is conducted by UKCEH's Occupational Health Provider and includes a confidential health questionnaire assessing past and present health conditions. This ensures new employees are medically fit to perform their roles and provides baseline health information for risk assessments. Please refer to the Occupational Health Procedure for more information.
- 3.5 Occupational Health Referrals: UKCEH may refer employees to Occupational Health for a medical assessment of their fitness for work and for further advice on any additional support or reasonable adjustments that could be provided. Please refer to the Occupational Health Procedure for more information.
- 3.6 Occupational Health Surveillance: This will be provided to employees on the basis of a risk assessment, where their role / activity requires UKCEH to determine the effectiveness of its control measures, e.g., exposure to hazardous substances, noise, vibration, ionising radiation etc. Please refer to the individual Safety Procedures for more information.
- 3.7 Immunisation: This is offered to employees where necessary, for example, Hepatitis B for those handling human tissue, tetanus for employees working with animals, and vaccinations for international travel. Immunisations will be offered free of charge as determined by risk assessments. Please refer to the Occupational Health Procedure for more information.
- 3.8 Workstation and Ergonomic Assessments: These assessments are offered to ensure safe and comfortable working conditions, including assessments for Display Screen Equipment (DSE) users to prevent musculoskeletal disorders.
- 3.9 Eye Care: UKCEH will cover the cost of basic eye tests for DSE users and, where required, basic spectacles for screen work, up to a specified limit. Eye tests are available every two years or as directed by an optometrist.

Wellbeing Support

- 3.10 Managing Stress: Employees are encouraged to undergo training to recognise and address workplace stress. UKCEH will implement the Health and Safety Executive (HSE) Stress Management Standards to reduce stress-related risks. Employees will have access to stress risk assessments and intervention strategies to prevent burnout. Line managers should look out for possible symptoms and causes of stress within their teams and take appropriate action to address this. Employees are encouraged to be open and honest with their line manager if they are experiencing symptoms of stress so that appropriate support can be provided.
- 3.11 Wellness Action Plan: Employees can complete a Wellness Action Plan to develop personalised strategies for maintaining mental health at work, identifying stress triggers, and agreeing on coping mechanisms with their managers. These plans will be reviewed regularly to ensure they remain relevant.
- 3.12 Reasonable Adjustment Passport: This passport supports employees requiring workplace modifications for health reasons, ensuring changes are documented and consistently applied. This may include modified working hours, changes to physical workspaces, or assistive technologies.
- 3.13 Employee Assistance Programme: A confidential support service offering advice and counselling for work and personal issues, including financial and legal concerns is available for all employees. The programme includes access to a 24-hour helpline, face-to-face counselling, and specialist support for stress and anxiety.
- 3.14 Welfare Officers: UKCEH has trained Welfare Officers in each of its sites who offer a confidential support service for all colleagues. They are trained to listen and help individuals explore any issues they may have, as well as pointing them to helpful resources. Employees can contact a Welfare Officer at any site.
- 3.15 Menopause Support: Employees experiencing symptoms of menopause are encouraged to inform their line manager (or the People Team if they would prefer) so that appropriate support can be implemented, such as workplace adjustments, and access to occupational health. Managers will receive guidance on how to provide the necessary support. In addition to UKCEH's Employee Assistance Programme and Welfare Officers, there are various sources of external support available including the [Menopause Café](#), [Menopause matters](#) & [Daisy Network](#).
- 3.16 Substance Misuse Support: UKCEH can provide assistance for employees dealing with alcohol or drug-related issues, including referrals to professional services and workplace accommodations where necessary. UKCEH will provide guidance on accessing treatment services and rehabilitation support.
- 3.17 Additional Initiatives: UKCEH provides access to various additional wellbeing-related resources via the Wellbeing Hub Page. UKCEH also runs a Wellbeing

Calendar focussed on publishing a different wellbeing related theme each month, providing advice and guidance on specific subjects and raising awareness in these areas.

Work-Life Balance and Additional Support

- 3.18 Flexible Working Arrangements: These may be arranged to support employees in balancing work and personal responsibilities through hybrid working, part-time options, and flexible hours where operationally feasible. Employees may also request flexible working arrangements to accommodate health conditions.
- 3.19 Special Leave: UKCEH has several policies in place to support special leave for personal emergencies, bereavement, and caring responsibilities. Paid leave will be granted at the discretion of line managers, with guidance from the People Team as necessary, based on individual circumstances and policy guidelines.
- 3.20 Family-Friendly Policies: UKCEH has several policies in place to support family related leave, including maternity, paternity, adoption, shared parental, ordinary parental and neonatal care leave. Employees will have access to guidance on their entitlements and support during transition into one of these periods of leave.
- 3.21 Support for Disabilities: Workplace adjustments, equipment modifications, and additional support are available to employees with disabilities. UKCEH will maintain an open and inclusive workplace to accommodate diverse needs.
- 3.22 Discounted Sports Facilities: Employees are offered access to various sports related benefits, including discounted gym memberships and on-site fitness programmes to encourage physical activity in supporting overall wellbeing.

4. Responsibilities

- 4.1 Line Managers: Support employees' wellbeing by providing clear job expectations, fostering open communication, identifying wellbeing concerns early, and ensuring reasonable adjustments are in place where required.
- 4.2 People Team: Develop policies, liaise with occupational health, provide guidance to employees and managers, and monitor compliance with legal standards.
- 4.3 Occupational Health: Conduct health assessments, guide on return-to-work plans, provide preventative health advice, and implement health surveillance where required, including pre-employment health screening and ongoing medical assessments.
- 4.4 All Employees: Take responsibility for their own wellbeing, seek support when needed, participate in wellbeing initiatives, and report concerns affecting workplace health and safety.

Compliance, Monitoring and Review

- 4.5 This policy complies with relevant legislation, including the Health & Safety at Work Act, the Employment Rights Act, and the Equality Act 2010.
- 4.6 This policy will be reviewed periodically to ensure its continued effectiveness and alignment with best practices and legislation.
- 4.7 Monitoring will include analysis of wellbeing-related absence data, employee feedback surveys, and external benchmarking against industry standards. Adjustments will be made based on feedback and emerging best practices.
- 4.8 This policy should be read in conjunction with the following policies and procedures:
- UKCEH Policy - Health & Safety
 - UKCEH Operational Procedure – Display Screen Equipment
 - Chemical Safety Procedure
 - Occupational Health Procedure
 - UKCEH Sickness Absence Procedures
 - Family Friendly Leave Procedures
 - UKCEH Procedure – Flexible Working Request

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