

Company Policy Statement on Stress in the Workplace.

Introduction

Stress is the adverse reaction people have to excessive pressure or other types of demand placed upon them. There is an important distinction between pressure, which can have positive results if managed correctly, and stress, which is always negative and can be detrimental to health.

Health, safety and welfare.

We are committed to protecting the health, safety and welfare of our employees, and we acknowledge the importance of identifying and reducing any factors that may cause workplace stress.

This policy applies to everyone in the company. Managers are responsible for implementation and the organisation is responsible for providing the necessary resources.

We will:

- Look for any factors that may cause stress at work, as part of our risk assessment process
- Consult with employees on our proposed actions to deal with workplace stress
- Provide guidance and training to all managers and supervisory staff in good management practice, and provide the resources to enable managers to implement this policy
- Provide confidential counselling for our staff if they are affected by stress caused by either work or external factors
- Ensure good communication between management and staff particularly where there are significant changes in methods of working
- Ensure staff are sufficiently trained to carry out their duties
- Not tolerate bullying or harassment from any member of staff

Managers will offer support to a member of staff who is experiencing stress outside the workplace.

We will support individuals who have been absent due to stress and advise them and their managers on a planned return to work.

We will monitor and review the effectiveness of our measures to reduce stress, and collate sickness absence and other statistics.

Employees are encouraged to seek assistance from within the organisation if they believe that they have a problem with stress that affects them at work, whether the cause is believed to be workplace or domestic stress.

Employees should accept opportunities for counselling when recommended.

Employees should be aware that fellow workers suffering from stress can be a serious hazard to themselves, other employees or others, possibly due to lack of attention, fatigue, increased aggression, increased alcohol consumption or a combination of these factors.

Where employees are concerned about the welfare of others within the organisation, they are encouraged to advise their line manager or another appropriate person within the organisation of their concerns.

P I T K I N A N D R U D D O C K L T D
