

UHI | INVERNESS

Staff Wellbeing Policy

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Lead Officer	Head of Human Resources
Review Officer	HR Business Partner
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First Review Date	January 2024
Date review approved by BoM	
Next Review Date	June 2027
Equality impact assessment	Yes (January 2024)

Reviewer	Date	Review Action/Impact
UHI Inverness Staff Wellbeing Group, Head of Human Resources and HR Business Partner	January 2024	New Policy

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1. Policy Statement

This policy outlines UHI Inverness's commitment to creating a workplace culture which promotes physical and mental health, whilst being supportive, inclusive, and engaging, and where wellbeing is embedded across working practices. It aims to build resilience by enabling and empowering employees to take ownership of their own physical and mental health, recognising that additional support may be required when staff are experiencing negative effects on their health and wellbeing.

UHI Inverness acknowledges that good health and wellbeing are vital to our success and happiness, and that there is much UHI Inverness can do to facilitate this amongst our staff. This policy provides guidance for managers on how to manage both the physical and psychological aspects of work, and to embed wellbeing initiatives which underpin our organisational values and the 8 Dimensions of Wellness (Appendix I).

This policy should be used in conjunction with the Health & Safety Policy.

2. Legislative Framework/ Related Policies

- Employment Rights Act 1996
- Equality Act 2010
- Human Rights Act 1998
- Health and Safety at Work Act 1974
- Working Time Regulations 1998
- Dignity in the Workplace Policy and Procedure
- Equality, Diversity and Inclusivity Policy
- Health and Safety Policy
- Hybrid Working Guidance
- Maternity and Parenting Leave Policy and Procedure
- Menopause Policy
- Professional Development Policy and Procedure
- Professional, Review and Development Policy and Procedure
- Promoting Attendance Policy and Procedure
- Reasonable Adjustments Guidance for Staff
- Special Leave Policy and Procedure
- Staff Flexible Working Policy and Procedure
- Staff Grievance Policy and Procedure
- Staff Wellbeing Guidance Document for Staff
- Supporting Probation Policy and Procedure

Supporting and Managing Performance Policy and Procedure

3. Scope

This Policy applies to all staff at UHI Inverness.

4. Definitions

Term	Definition
Physical Health	This describes the condition of your body including how fit you are, but also how well the systems and organs of the body function (e.g., digestive system, nervous system, eyesight, heart, etc.). Physical health is not merely about the absence of disease, or infirmity.
Mental Health	Described by the World Health Organisation (WHO) as a state of wellbeing that enables people to cope with the stresses of life, realise their abilities, learn well and work well, and contribute to their community.
Wellbeing	Wellbeing, or wellness, describes our ability to cope with life on a daily basis, including on a personal, social, economic and environmental level. Positive wellbeing enables people to contribute to the world with a sense of meaning and purpose, which will be individual to each person. See Appendix 1 for the Dimensions of Wellness.
Stress	Described by the Health and Safety Executive (HSE) as an adverse reaction to excessive pressures or demands (from either work or personal life). Stress may manifest differently from person to person, affecting either physical or mental health and overall wellbeing.
Core Values	Collaboration, Openness, Respect, Excellence.

5. Roles and Responsibilities

5.1. Executive Management Team and Board of Management

The Executive Management Team and Board of Management at UHI Inverness will promote and enable employee wellbeing by:

- Ensuring the health, safety, and welfare of all employees, in so far as is reasonably practicable.
- Meeting obligations to taking reasonable care of anyone affected by our work, by reducing safety risks and operating the business in a way that minimises stress.
- Providing opportunities for staff to have a say in the work that they do, through the use of consultation, staff surveys and questionnaires as appropriate.
- Providing adequate resources for staff training, development, and support.

- Providing adequate resources to ensure reasonable workloads and a good work-life balance can be achieved by staff.
- Empowering staff to respond positively to change.
- Fostering a culture of mutual respect and dignity in the workplace.
- Providing good working conditions and a positive working environment.
- Being open and transparent with staff during periods of uncertainty and change through regular channels of communication.

5.2. Line managers

Line managers will support their staff to achieve positive wellbeing by:

- Monitoring workloads and planning work effectively to ensure it remains manageable.
- Monitoring working hours and annual leave to ensure staff are taking adequate time off to decompress from work.
- Consulting individuals as early as is reasonably practicable on changes which may affect their wellbeing.
- Encouraging staff to take ownership of their own wellbeing through signposting to support services, including the Employee Assistance Programme, and Access to Work's Mental Health Support Service delivered by Able Futures.
- Completing Occupational Health referrals as necessary to facilitate rehabilitation.
- Ensuring they are familiar with organisational policies and procedures which affect wellbeing, e.g., Dignity at Work, Special Leave, and Menopause Policies and Procedures.
- Supporting staff who are absent from work due to sickness, through regular communication, liaising with relevant professionals for advice at an early stage (e.g., HR and Occupational Health), and a supportive return-to-work plan.
- Maintaining confidentiality of staff, only disclosing details to others with the individual's consent or where the employee is deemed at risk of harm.
- Challenging ways of working that impact wellbeing negatively and being an advocate for wellbeing within the team and department.
- Encouraging and facilitating learning and development activities, and routes to progression to support occupational wellbeing.
- Offering support to staff who experience potentially traumatic events whilst at work.

5.3 Employees

Employees are responsible for:

- Taking ownership of their own wellbeing and seeking support from their line manager, Human Resources, or the Employee Assistance Programme/ Access

to Work's Mental Health Support Service delivered by Able Futures at an early stage if required.

- Taking reasonable care of their own health and wellbeing whilst at work, including participating in Occupational Health referrals as required and adhering to their obligations as set out in the Health and Safety Policy.
- Taking reasonable care of the health and wellbeing of the people with whom they come into contact whilst at work, practicing respect and understanding for others at all times.
- Working appropriate hours, ensuring rest breaks and annual leave are utilised effectively and building healthy work habits.
- Raising any wellbeing concerns with the line manager at the earliest opportunity.
- Taking advantage of wellbeing initiatives, and training and development opportunities.

5.4 Human Resources (HR)

The HR department will provide guidance to managers and staff on the application of the Staff Wellbeing Policy and:

- Promote the services provided by the Employee Assistance Programme and Access to Work's Mental Health Support Service delivered by Able Futures.
- Incorporate considerations for wellbeing into HR policies, procedures, and guidance documents wherever appropriate.
- Make Occupational Health referrals in conjunction with the line manager and employee as required.

5.5 Staff Wellbeing Group

The Staff Wellbeing Group, established to advise the Principal and the Health, Safety & Wellbeing Committee on the wellbeing of UHI Inverness staff, promotes formal communication and informal dialogue with staff. The group is cross-college and cross-level in its membership with no hierarchy and membership includes local trade union representatives.

The Staff Wellbeing Group is made up of volunteers from both academic and professional services staff and will contribute to wellbeing by:

- Promoting wellbeing initiatives to staff, and signposting to resources and support mechanisms as required.
- Supporting the development and maintenance of Staff Wellbeing pages published on the College intranet.
- Encouraging employee champions to promote health and wellbeing activities related to the 8 Dimensions of Wellness (Appendix 1).

- Assisting the HR department in reviewing the Staff Wellbeing Policy as required to ensure relevant and appropriate.

6. Compliance

This policy applies to all staff, including supply, fixed-term and agency workers, who must endeavour to meet the requirements outlined within it.

Compliance with the policy will be monitored through regular audits, with reports going to the appropriate committee.

7. Monitoring

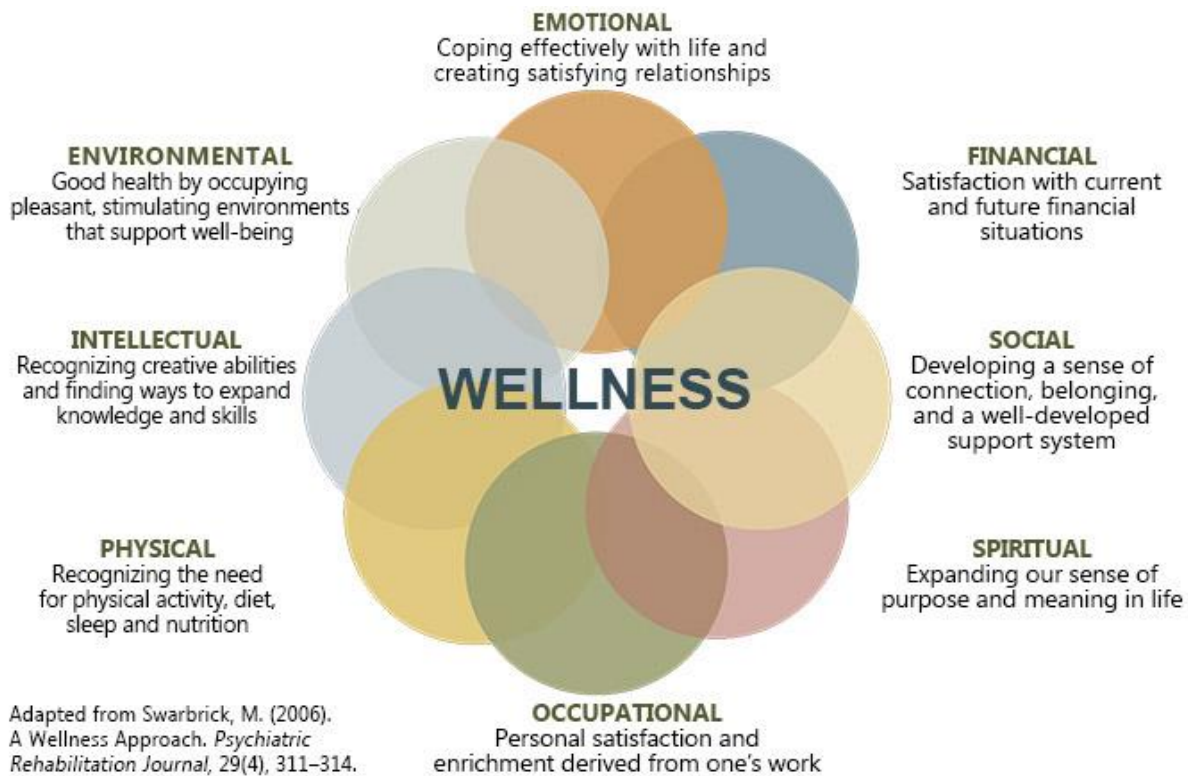
Each College policy will be monitored, and its implementation and effectiveness evaluated. Appropriate procedures for reviewing and monitoring are the responsibility of the policy lead officer.

The effectiveness of this Policy will be evaluated by monitoring sickness absence KPI data as part of the HR quarterly reporting cycle.

8. Review

This Policy will be reviewed on a at least a 3-yearly basis, to ensure it continues to meet College requirements within the legislative frameworks and ACAS best practice.

Appendix 1 – The Dimensions of Wellness



Source: <https://workplacewellnesslab.com/>