



WORKPLACE STRESS POLICY

Introduction

The aim of this policy is to address the damaging effects of intense or continuing stress that may lead to long-term psychological and physical ill health. This policy is not designed to deal with short-term pressure which usually causes no lasting harm.

Policy

Employ My Ability (EMA) is committed to dealing with stress by, providing an atmosphere where employees are encouraged to talk openly about stress without feeling guilty.

Definition

The Health and Safety Executive defines work-related stress as 'the adverse reaction people have to excessive or other types of demand placed upon them'.

Stress may come from home and personal situations as well as work. It is important to identify the causes of stress and deal with them quickly and positively.

EMA will put in place measures to identify workplace stressors and conduct risk assessments to eliminate or control the risks from workplace stress.

These measures will include:

- Educating staff to recognise and cope with stress at an early stage
- Changing aspects of the workplace that have been identified as increasing stress

Risk assessment

A risk assessment will be carried out to identify mental and physical dangers which may exist in the workplace. Risk assessment will also be used to identify individual employees or groups of employees who are particularly vulnerable to workplace stress.

Employee Responsibilities:

If an employee thinks they or their colleague is suffering from stress, they should talk to their manager.

Employees must take reasonable care of their own health and safety, and that of others who may be affected by what they do.

Non Compliance

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

Implementation of the Policy

Overall responsibility for policy implementation and review rests with EMA senior management. However, all employees are required to adhere to and support the implementation of the policy. EMA will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.