

The Eveline Day & Nursery Schools Ltd

in partnership with



Well-being Policy

Inner wellbeing is about how someone feels, whether they perceive that they have autonomy, are competent and resilient in the face of setbacks. Inner wellbeing extends to the quality of all relationships and their sense of belonging and contribution to a community. (Huppert, 2009)

Having a Wellbeing Policy can benefit everybody - in both their working and personal environments; all employees, sub-contractors, those in the supply chain and community members. Work can make us feel good; it connects us with others, gives us a sense of purpose and meaning. We are all human beings and need the same things - to be free from harm, to be seen, heard and valued and to feel happy.

Why do we need this Policy?

The culture of silently coping with how we feel and hiding what we perceive as 'negative emotions', needs to change. For far too long people, and men in particular, have been bottling up their emotions, leading to feelings of isolation and desperation. This can, and has, led to suicide or, at the very least, stress and depression. A radical approach to well-being is required, focused on ensuring that everybody is seen, heard and valued. We do this by looking at what we value, which in turn shapes how we feel and behave. This policy is based on the following four values:

Personal Integrity and Personal Responsibility are about how we act, Authenticity and Equal Dignity are about how we communicate.



Personal Integrity is who we really are, in our hearts as human beings. Exercising our integrity is when we are in touch with what feels right to us, and to be confident that we can express our feelings. Standing in our own integrity means we are in touch with our inner guidance system.



Personal Responsibility is when we take responsibility for our thoughts, feelings, actions and reactions. It's where we own what we are feeling and take action that better supports our personal integrity in creating better outcomes.



Authenticity is when we are honest in our communication and are able to express what our needs are as clearly as we can. It's being genuine about how we are feeling, authenticity is the voice of personal integrity.



Equal Dignity is understanding that everyone's opinion matters. It's being curious about, interested in and respectful of the other, seeing, hearing and valuing them. The tone of equal dignity is the same as talking to a good friend.

Everyone can contribute to the well-being of themselves and others - in a workplace this is fundamental to everyone feeling safe and valued. When these conditions flourish, everyone can be more present and get on with what is required in their job role, creating a work culture to which people want to belong. The four values act as anchor points to guide actions and shape responses.

Aim of the Policy:

- To create a healthier, happier and safer work environment, where everyone is seen, heard and valued.
- To ensure that the working environment promotes the wellbeing and mental health of all people connected to the organisation.
- For an organisation to establish and meet the directives, wellbeing standards and best practice guidelines.

Policy Actions:

- We actively and proactively listen to employees and create a safe space for them to share their thoughts and feelings. We identify whose voice we have not heard and find out what they have to say. We identify and train certain members of staff to be Listening Champions and encourage them to hold regular confidential listening sessions.
- We respond to the feedback with action, and our aim is to make all the suggested improvements, wherever feasible.
- We provide all our employees with information about supporting and increasing wellbeing, developing mindfulness and actively encourage communication, using and implementing the four core values. We ensure our employees can access training, which will increase their self-awareness and understanding of themselves.
- We provide as many opportunities as possible, for staff to participate in activities which will contribute to their wellbeing. For example: run a 'speed dating' session where each person must listen to the other talk about how they are feeling for five minutes and then swap. Other examples could be focusing on healthy eating,

massage and running yoga sessions, etc.

- We ensure that employees are offered flexible, supportive working arrangements, whenever possible.
- We ensure that any conflict is managed through the four core values and are vigilant about ensuring that bullying behaviour is unacceptable in the culture. This could take the form of harassment, sarcasm, name calling, sexism, racism and ageism, and aggression. All these behaviours are harmful and will be challenged with equal dignity.
- We establish and ensure that all employees have realistic, supported work targets which means that they work healthy hours and that everyone feels confident about their roles, responsibilities and access to resources.
- We are understanding and supportive of employees who are facing challenges to their inner wellbeing; suffering with mental health, from anxiety, stress or depression. We ensure that they feel safe at work and let them know that whatever they share with us will be on a strict 'need to know basis'. We encourage them to exercise personal responsibility in stating their needs and ensure that they are fully informed of the support they can access through the Occupational Health department or Employee Assistance programme, and their own GP.
- In cases of long-term sick, our aim is to support a gradual return to work. If a person is unable to return to the job they were originally doing, we ensure that they have as much choice and say as possible about what they do instead. We hear from the person on a regular basis, do not make assumptions that they are more vulnerable or have more problems than anyone else.
- We will increase awareness and understanding around inner wellbeing and what contributes to people feeling safe, valued and seen. This naturally reduces discrimination and stigma.
- The information in this policy is to be made available in all inductions.
- We track wellbeing through metrics to measure our progress.
- We will review this policy on a semi-annual or annual basis, to ensure the policy remains alive and relevant.

Organisation:

.....

Name:

.....

Signed:

.....

Date:

.....

