

I as Managing Director of Trackforce Recruitment Ltd recognise that Health and Wellbeing at Work is as important as health and safety at work therefore this policy has been developed to promote and encourage health and wellbeing whilst at work. The Policy is endorsed and fully supported by my Board.

In accordance with my Vision and Values, it is acknowledged that staff wellbeing is of paramount importance. Wellbeing is an important factor in the job satisfaction of our staff and is therefore a management issue for the whole company.

This policy is designed to bring existing staff wellbeing issues to the fore, whilst seeking to create an organisational culture where negative wellbeing issues are identified, minimised and managed before they affect the wellbeing of staff. We have a clear aim to promote the positive aspects and ideas associated with health and wellbeing at work.

The issue of staff health and wellbeing at work is recognised as part of a broader approach to health promotion that involves all stakeholders associated with our company.

My company has a unique set of features including its organisational culture, structures, system of operation, management practices and workplace environment, which together with staff personal lifestyle factors play a key role in the health and wellbeing of employees and that of the company.

I aim to:

- Promote good practice in both physical and mental health & wellbeing activities and share successes across the company
- Provide training for all managers and supervisory staff in good management practices appropriate to this policy
- Ensure all necessary resources are provided to enable managers to implement the company's agreed health & wellbeing strategy
- Identify those circumstances that may contribute to inappropriate levels of work-related stress and conduct risk assessments to eliminate or control the risks from such stress. These circumstances and risk assessments will be kept under regular review
- Consult with relevant trade union safety representatives and other stakeholders, where appropriate, on all proposed action relating to staff wellbeing and the prevention of workplace stress
- Provide confidential counseling for staff whose wellbeing is affected by either work or external factors

All dealings with staff are subject to our policy on confidentiality it must be emphasized that this is often of particular importance with regard to those experiencing mental health difficulties. However, it must also be emphasized that confidentiality may be necessarily breached in certain circumstances where the individual is deemed to be a risk either to him/herself or to other people. If there is a conflict between these two statements, then it should be stressed that the safety of the individual and or the safety of other employees takes precedence over confidentiality.



Ian Byatt
Director

