

## **STRESS POLICY**

### **Introduction**

John Menzies Plc is committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the Company. Our managers are responsible for implementation and the Company is responsible for providing the necessary resources.

### **Definition of stress**

The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

### **Policy**

The Company will;

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Consult with staff representatives on all proposed action relating to the prevention of workplace stress.
- Provide training for all managers and supervisory staff in good management practices.
- Provide confidential counselling for staff affected by stress caused by either work or external factors.
- Provide adequate resources to enable managers to implement the Company's agreed stress management strategy.

### **Responsibilities**

#### **Managers**

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Monitor workloads and working hours including overtime.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

#### **Company's Occupational Health Advisors**

- Provide specialist occupational health advice.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned appropriate return to work.
- Inform the employer and employee representatives of any changes and developments in the field of stress at work.

**Health & Safety/Human Resources**

- Give guidance to managers on the stress policy.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational health provider where appropriate.

**Employees**

- Raise issues of concern with your line manager.
- Accept opportunities for counselling when recommended.
- Employees will be consulted on any changes to work practices or work design that could precipitate stress.
- Employees must be meaningfully involved in the risk assessment process.

**Signed by:****Managing Director:****Date:****Employee Representative****Date:**