



**UK Research
and Innovation**

Employee Wellbeing Policy

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Policy Statement

UKRI defines wellbeing as the experience of overall health. It encompasses good mental, physical, financial and social health.

The aim of this policy is to create a workplace culture where employees feel comfortable to talk, seek help and support, and where wellbeing is recognised and embedded into UKRI working practices.

UKRI is committed to being recognised as a responsible employer, that supports the wellbeing of all its employees.

UKRI recognises that its employees may encounter, throughout their lives, events that may affect them in the workplace including those related to their health, personal or domestic situation as well as work-related problems. The policy will provide a framework within which UKRI will encourage and facilitate working practices and services that support employee wellbeing.

Management Statement

The Employee Wellbeing policy has been agreed with the Trade Unions and complies with statutory best practice.

This policy will apply to all employees including those employed on temporary or fixed term contracts. UKRI will engage with non-UKRI employees such as visitors, agency staff, and students, and signpost them to the appropriate support.



References

UKRI Equality, Diversity and Inclusion Policy
UKRI Learning and Development Policy
UKRI Sickness Absence Policy
UKRI Grievance, Bullying and Harassment Policy
UKRI Ways of Working Policy
UKRI Attendance and Leave Policy

Version Number	Status	Revision Date	Summary of Changes
V0.8	Draft	February 2020	Draft Policy created
V1.0	Complete	August 2020	Final version

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1. Principles

- 1.1 UKRI is committed to promoting and supporting the wellbeing of all of its employees, to create an inclusive culture which focusses on prevention, and where issues are identified, minimised and managed before they have a detrimental impact on employees. Please refer to the UKRI Equality, Diversity and Inclusion Policy for more information.
- 1.2 UKRI recognises that a rounded approach to employee wellbeing can:
 - 1.2.1 foster a thriving workforce, which can deliver on its objectives;
 - 1.2.2 achieve increased employee engagement, productivity, retention and recruitment;
 - 1.2.3 reduce stigma against wellbeing issues, and overall reduced sickness absence, presenteeism and leavism.
- 1.3 All matters relating to an employee's wellbeing will be treated in confidence, except where it may be necessary to break confidentiality to preserve the wellbeing of employees.
- 1.4 UKRI recognises that the diversity of its workforce may give rise to different wellbeing needs.
- 1.5 UKRI is committed to ensuring that employees have access to a variety of support services and will signpost to appropriate professional help.
- 1.6 UKRI recognises that the environmental conditions in which employees work may have an impact on their wellbeing.
- 1.7 Where employee wellbeing issues remain unresolved, employees are encouraged to contact HR.
- 1.8 UKRI recognises that wellbeing issues may lead to time off from work, however it will endeavour to support employees staying in work, if it is agreed that it is in their best interests to do so.

2. Delegation

- 2.1 For information on the delegated authority, please refer to the UKRI HR Delegated Authority Framework.

3. Roles and Responsibilities

- 3.1 UKRI is responsible for:
 - 3.1.1 ensuring all leaders within the organisation are positive role models, championing and shaping a culture where the importance of wellbeing is recognised and supported

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- 3.1.2 developing a culture that encourages employees to talk about wellbeing issues they may have, whilst equipping managers to respond.
 - 3.1.3 providing advice and information that promotes general wellbeing.
 - 3.1.4 offering a range of approaches to wellbeing in the workplace, and services that can be accessed when required.
 - 3.1.5 providing a wide range of wellbeing related learning and development opportunities. Please see the UKRI Learning and Development Policy for more information.
 - 3.1.6 promoting healthy working practices and providing all employees with appropriate support to allow them to achieve their potential. Please refer to the UKRI Ways of Working Policy for more information.
 - 3.1.7 monitoring and reviewing HR metrics as indicators of organisational wellbeing and taking steps to respond where issues are identified.
 - 3.1.8 raising awareness of employee wellbeing as a standing agenda item at People Finance and Operations committee and ensuring that this is cascaded through the organisation.
- 3.2 Line managers are responsible for:
- 3.2.1 providing an environment which is conducive to employees engaging with them about wellbeing.
 - 3.2.2 encouraging and supporting employees to take personal responsibility for their own wellbeing, by signposting employees to appropriate support services and giving them the time and encouragement to participate.
 - 3.2.3 championing wellbeing within their teams and departments, and challenging ways of working that impact wellbeing.
 - 3.2.4 maintaining confidentiality of employees when supporting their wellbeing, disclosing to others only with the employee's consent or when the employee is deemed at risk and their wellbeing, or the wellbeing of others, needs preserving.
 - 3.2.5 seeking advice and help from HR at an early stage if any issues arise.
 - 3.2.6 ensuring that they are supported when dealing with employee wellbeing issues.
 - 3.2.7 monitoring attendance and encouraging employees to take regular breaks from work, as well as using their leave entitlement throughout the year. Please see the UKRI Attendance and Leave Policy for more information.
 - 3.2.8 encouraging employees to undertake learning and development activities to develop their awareness of wellbeing and wellbeing-related issues.
- 3.3 Employees are responsible for:

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- 3.3.1 managing their own wellbeing and taking steps to seek support at an early stage if needed.
- 3.3.2 maintaining communication by raising concerns with their line managers, or other appropriate colleagues when factors are impacting their wellbeing.
- 3.3.3 using their annual leave throughout the year and taking regular breaks during the working day. Please see the UKRI Attendance and Leave Policy for more information.
- 3.3.4 supporting colleagues, by providing information, and sharing knowledge and resources on managing wellbeing where appropriate.

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Appendix A – Definitions of Wellbeing

A1. The following is neither a prescriptive nor exhaustive list of terms referred to in this policy:

Term	Definition
Health	A 'state of complete physical, mental and social wellbeing, and not merely the absence of disease or infirmity', as defined by the World Health Organization (WHO).
Wellbeing	How we manage our health and cope day-to-day. Levels of wellbeing will differ between employees and can be influenced by a variety of different factors both in and outside of the workplace.
Stress	UKRI adopts the definition of stress as used by the Health and Safety Executive (HSE): 'the adverse reaction people have to excessive pressures or other types of demand placed on them'. Stress can impact on both physical and mental health and have consequences on social and financial wellbeing. Employees may experience stress in different ways, and it may manifest differently from person to person.
Stigma	Misconceptions or misunderstandings of wellbeing issues that can be dismissive, offensive or hurtful.
Presenteeism	Attending work despite suffering from poor health or wellbeing, often resulting in increased stress, poor productivity and morale.
Leaveism	The practice of employees using allocated time off such as annual leave, time in lieu etc. when they are unwell.