## Health at Work policy: SAMPLE POLICY

<table>
<thead>
<tr>
<th>A health at work policy for:</th>
<th>ABC Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective from:</td>
<td>00/00/00</td>
</tr>
<tr>
<td>Next review date:</td>
<td>00/00/00</td>
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### Notes

<table>
<thead>
<tr>
<th>This section of the policy could include information on some of the following topics:</th>
<th>The need for a health at work policy</th>
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<tr>
<td>- Why and how health at work affects health and work-life balance</td>
<td>The workplace is an important setting in which people can increase their intake of healthy foods, incorporate physical activity and improve mental wellbeing to benefit their health and protect against illness. Not only can worklessness have a negative impact on mental health, employment can have a beneficial and positive impact on mental wellbeing. It can also help promote the employment of people who have experienced mental health problems, and support them once they are at work.</td>
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<td>- Quality-of-life benefits</td>
<td>Employers have a vital role to play in managing their employees’ health, particularly through the promotion of policies and behaviours which support a positive working culture and engagement. Policies that support flexible working, open communication, reasonable job design, that allows autonomy and control, and good line management skills are all fundamental to maintaining a healthy and productive workforce.</td>
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<td>- How the organisation can create an environment that supports and encourages healthy behaviours</td>
<td>The combination of demographic changes in the population alongside the removal of the default retirement age and changes in pension provision are likely to mean people will either retire later or feel that they are unable to retire at all, and will result in an older workforce with diverse health problems.</td>
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<td>- How the support of health at work initiatives can demonstrate that the workforce is valued and the work-life balance is respected</td>
<td>Employees who are healthy have better sickness absence levels, are better able to cope with change, and are more productive and less likely to have medical conditions. They are also more engaged and productive in the workplace.</td>
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### An example aim is given on the right. You may have many more Aims to include

#### Aim of the policy

To improve the health and wellbeing of the employees of ABC Limited to achieve a more engaged, productive and healthier organisation

To align all health and wellbeing policies to business objectives and organisational vision.

### Objectives

- To obtain commitment from senior managers for the health and wellbeing strategy to ensure it is implemented and aligned to organisational objectives and values.
and Time-specific). See the examples opposite.

- To raise awareness of the benefits of physical activity, healthy eating, smoking cessation and good working practices for mental wellbeing.
- To undertake a health audit of the organisation to determine employee needs and requirements for health and wellbeing.
- To remove barriers to healthy living in the workplace.
- To offer flexible working practices to enable employees to incorporate healthy behaviours before, during or after their working day.
- To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.
- To recognise health and safety legislation that aligns with health and wellbeing policies.

**Communication**

All employees will be made aware of the health at work policy and the facilities available. The health at work policy will be included in the employee handbook and employee information or induction packs.

A specific focus group will be established to take forward the actions from this and other health and wellbeing policies. Regular updates will be provided to all employees via their line management.

Employee Health and Wellbeing will be included in the company's annual report and a business dashboard will include measures of organisational health and wellbeing.

**Review and monitoring**

Employees participating in any of the health at work activities will be regularly asked for feedback.

A ‘health at work audit’ will be undertaken annually.

A health at work action plan will be maintained by the workplace health champion.

The policy, status updates and evaluation reports will be circulated to management and be available on request through the workplace health champion.

The human resources department (or an individual as appropriate) will be responsible for reviewing the health at work policy and for monitoring how effectively the policy meets its aims and objectives.

The policy will be reviewed six months from implementation and then annually after that to ensure that it remains relevant.

**Date:**

**Signature:**