

# EMPLOYEE HEALTH POLICY



TRAC International Ltd and subsidiary companies (TRAC) are committed to the wellbeing of our employees from commencement and throughout employment. We recognise that work- related and personal mental health problems are an area of health and social concern and an employee with such problems needs help and support from their employer. This policy aims to create a workplace environment that promotes the physical and mental wellbeing of all employees.

Accordingly, to promote wellbeing for all staff TRAC will:

- Ensure that staff members who are ill will be treated sympathetically and will be supported to assist recovery, as far as reasonable and appropriate. We will be supportive when longer term health conditions exist, whether physical or mental health related, as far as reasonably practical.
- Ensure adequate medical screening is carried out for personnel working with processes that would require health monitoring.
- Give employees information on, and increase their awareness of, mental wellbeing and recognising warning signs/potential triggers.
- Set employees realistic targets that do not require them to work unreasonable hours.
- Ensure all employees have clearly defined key functions, objectives and responsibilities.
- Provide staff with good management support, appropriate training, mentoring and resources to do their job.
- Encourage employees to raise issues of concern with their line manager or HR/HSEQ Representative.
- Remain vigilant to employees' personal circumstances and offer additional support where appropriate to members of staff experiencing risks to their wellbeing e.g. bereavement, separation etc.
- Ensure that bullying, harassment and discrimination are not tolerated.
- Tackle the causes of work related physical and mental health problems.
- Support staff that are experiencing physical or mental health problems.
- Support individuals who have been off work with physical or mental health related problems and advise them and their management on a planned return to work.
- Refer employees to workplace occupational doctors, counsellors or specialist agencies as required.
- Provide advice and training on ergonomics; carrying out regular display screen equipment checks.
- Carry out risk assessments to protect employee health, where appropriate.
- Ensure adequate physical & mental health first aid training is covered.
- Monitor sickness absence and provide sickness absence statistics and advice to managers and individuals.
- Promote healthier lifestyles thorough encouragement of healthy eating and regular exercise.

As an employer, we aim to create and promote a culture where employees are able to talk openly about their job and any physical or mental health problems and to report difficulties without fear of discrimination or reprisal.

Both physical and mental health and wellbeing are valued by TRAC; disclosure of issues or concerns will lead to support, not discrimination.

**For and on behalf of TRAC International and subsidiary Companies:**

<b>Managing Director</b>	K. Stephen	<b>Signature</b>
<b>Date</b>	28 <sup>th</sup> January 2021	