

Global Steps Wellbeing Policy

Policy Statement

Steps recognises that our people are our business, and we are committed to promoting our people's wellbeing. We place huge value on people wellbeing initiatives.

Scope

The Global Board endorses these policy statements and is fully committed to their implementation. However, all of our people have a responsibility to be mindful of their wellbeing and that of their colleagues.

The implementation of this policy will also be supported by Steps health and safety policy.

Policy Aims

To create a workplace environment that promotes the wellbeing of all our people.

Wellbeing initiatives

The following wellbeing initiatives are in place to ensure that the policy aim is met:

- A Wellbeing focus group with responsibility for ensuring that Steps is at the forefront of current thinking, and implementation of up-to-date initiatives where applicable.
- A working environment focus group and policy, responsible for the welfare of staff wherever they are working, be it in an office environment, from home, remotely or travelling.
- A Mental Health First Aider with responsibility for acting as a point of contact and reassurance for a person who may be experiencing a mental health issue or emotional distress.
- A wellness Action Plan system to remind us what we need to do to stay well at work and what our colleagues can do to better support us.
- Counselling and wellbeing service/health portal that Steps are signed up to with Health Assured.
- Pulse Survey: A monthly survey, to measure employee engagement and satisfaction.
- Ministry of Happiness with responsibility for enjoyment & social activities.
- A comprehensive Health & Safety policy.
- Flexible Working Patterns Policy: To enhance staff job satisfaction and wellbeing and enabling better work-life balance.
- A sabbatical policy - allowing employees to pursue their own interests.
- A time of in lieu system: To compensate for extra hours worked, allowing staff to take the time off worked at a later date. Allowing staff to strike a better work-life balance, by taking the time of at their discretion. This helps foster a culture of trust and understanding within the company.
- Enhanced maternity & paternity pay.
- Holiday gifting.
- Two days of paid leave to volunteer for your chosen charitable causes per year.
- Regular Associate updates via the Steps newsletter.
- Associate engagement initiatives including Associate evenings.
- Associate social activities including summer & winter party's and regular coffee mornings.

Review and monitoring

The Associate Relationship and Personnel Manager will be responsible for reviewing the wellbeing policy and for monitoring how effectively the policy meets its aims.

Indicators to measure effectiveness could include:

- Staff surveys
- Working hours and patterns
- Staff feedback
- Levels of staff turnover
- Exit interviews