OCEAN ECOLOGY

A DNV COMPANY

Wellbeing Policy V01

+44 (0) 1452 740697 info@ocean-ecology.com www.ocean-ecology.com @Ocean_Ecology

Version	Date	Description	Author(s)	Reviewed By
01	20/12/2024	Review	AR	GR

Updates

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This document outlines the Equal Opportunities and Diversity Policy for Ocean Ecology.

Wellbeing Policy

We are aware our employees may have various issues affecting mental and physical health throughout their employment with us. This policy has been established to raise awareness around wellbeing, for all our employees, via good practices and additional employment benefits available.

Through encouraging open and honest two-way communication, we hope employees will come to recognise health issues in themselves as they arise and take responsibility for improving their own mental and physical wellbeing.

This policy is in place alongside other overlapping areas that cover wellbeing and employee protections, such as our policies on equality and diversity, health and safety, bullying and harassment and homeworking, as well as our Employee Handbook.

We will manage risks to your mental health and wellbeing, for example by ensuring the demands of jobs are not unacceptable and by having policies and procedures in place to support individuals experiencing mental ill health at work.

We will assess the risk of stress to you, which may be caused or increased by work, and could lead to ill health, considering factors such as inappropriate workload (which might be too high or too low), time pressures, unclear instructions or inadequate training.

We also have a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. We will ensure that our policies and practices reflect this duty and review these documents regularly.

Line managers have a responsibility to minimise the risks to your wellbeing, particularly from negative pressure or stress at work. For example, line managers should ensure their team members understand their role and receive the necessary information and support from managers and colleagues to do their job. Managers must also familiarise themselves with our policies on diversity and tackling inappropriate behaviour to support colleagues, for example on bullying and harassment issues.

To reduce the risks to employee health and wellbeing, line managers should:

- ensure the right people are recruited to the right jobs and a good match is obtained between individuals recruited and job descriptions/specifications;
- keep team members up to date with developments at work and how these might affect their job and workload;
- ensure team members know who to approach with problems concerning their role and how to pursue issues with senior management;

- make sure jobs are designed fairly and work is allocated appropriately between teams; and
- get workstations regularly assessed to ensure they are appropriate and fit for purpose.

Quality of life

We recognise life is not all about work. However, a great deal of our lives are spent at work, therefore there needs to be balance. Whilst you are at work, we undertake to meet your needs in terms of job content, physical comfort and emotional wellbeing. This will include respecting diversity and protection from bullying/harassment and equality/disability discrimination.
The following points set out some of the areas where you can improve your own wellbeing through positive lifestyle choices:

- **Physical activity** – important for heart health, maintaining a healthy weight and issues such as self-esteem, confidence and mental health
- **Eating well** - has a direct impact on maintaining a healthy weight as well as lowering the chances of diabetes, heart disease, osteoporosis and some types of cancer
- **Hydration** – the benefits of good hydration include aiding digestion, preventing constipation, promoting organ, tissue and skin health and can also have a beneficial impact on blood pressure and the heartbeat
- **Sleep** – a good night's sleep is vital for physical and mental wellbeing. Poor sleep habits can result in serious health conditions such as obesity, heart disease and diabetes, as well as poor concentration and slower reaction times, which can be especially important if driving or delivering work under time pressures
- **Work-life balance –** work-life balance is extremely important to wellbeing and positive mental health. Try to ensure a line is drawn between your work and home life.
- **Addiction or substance abuse** – we have a legal duty to protect our employees which includes both the employee directly affected by addiction, and also their immediate colleagues, especially if such behaviours may put others at risk. We will work with employees who raise addiction issues with us and will provide support and assistance on the understanding it is ultimately the employee's responsibility to seek the help they need and actively engage with that help to recover.
- **Mental health** – an imbalance in any area of our lives could potentially lead to a detrimental impact on mental health. Poor mental health can manifest in many ways, from unusual behavioural changes which are out of character, increased short term/frequent absences and poor attention span or accuracy at work. It is important to pick up on these early warning signs as soon as possible and seek help to deal with them.

OCEAN ECOLOGY
A DNV COMPANY

Gloucester (Head Office)

River Office,
Severnside Park, Epney,
Gloucester, GL2 7LN

Plymouth

Plymouth Science Park,
Plymouth, PL6 8BX

Unit 8 Strashleigh View,
Lee Mill Industrial Estate,
Plymouth, PL21 9GS

Oban

European Marine Science Park,
Malin House, Dunbeg,
Oban, PA37 1SZ

Orkney

Orkney Research and Innovation Campus,
The Charles Clouston Building,
Stromness, KW16 3AW

+44 (0) 1452 740697 info@ocean-ecology.com www.ocean-ecology.com @Ocean_Ecology

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