Acclaim First LTD

Mental Health and Fatigue Policy

Policy: **Mental Health and Fatigue**

Approved by: Managing Director
Effective: 05/01/2023
Revised: 04/01/2024

PURPOSE: Acclaim First Ltd is committed to protecting the health, safety and welfare of our employees. We acknowledge that identifying and reducing workplace stressors is a health and safety issue on which we can have an effect.

POLICY STATEMENT: Acclaim First Ltd will identify possible workplace stressors through risk assessments and will eliminate or reduce them were possible. Managers at Acclaim First Ltd will receive training in good management practices to identify and lessen workplace stress. Employees can access confidential, free stress counselling through company EAP benefits.

SCOPE: This policy applies to all employees of Acclaim First Ltd Including sub contractors and volunteers.

PROCEDURE:

Managers:
- Ensure good communication, especially in times of change
- Ensure staff are fully trained to do their jobs and are provided professional development opportunities as needed and available
- Monitor workloads, overtime requirements and vacation allotments
- Attend training to recognize and deal with harassment and bullying
- Support staff experiencing stress in their personal lives (i.e. bereavement, divorce, illness etc)
- Provide flexible work schedules where possible
- Support employees who have been on sick leave and help to facilitate their return to work
- Monitor and review the effectiveness of measures to relieve stress

Employees:
- Bring issues of concern to health and safety representatives, occupational health representatives and/or managers as soon as they are recognized
- Access work benefits as needed
- Be aware of and follow all workplace policies around bullying and harassment

CONTRAVENTIONS: Non-compliance of this policy will be brought to the attention of the appropriate supervisor or manager for further action.

Amber Elysia Nolan
Managing Director

05/01/2023

Date of signature