

JWS WASTE & RECYCLING SERVICES LIMITED



Well Being Policy

JWS Waste & Recycling Services Limited (JWS) are committed to protecting the health, safety and welfare of all employees. JWS recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy shall apply to everyone in the Company. The Management are responsible for the implementation and the Company is responsible for providing the necessary resources.

JWS shall aim to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments shall be regularly reviewed by management or a delegated person. JWS shall provide training for all managers' and supervisory staff in good management practices, offer the opportunity of confidential counseling for staff affected by stress caused by either work or external factors, provide adequate resources to enable managers' to implement the Company's agreed stress management strategy and continually monitor this policy and will review and update as required. The policy shall be updated at least every twelve months.

Management Team Objectives

- Conduct and implement recommendations of risk assessment within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work.
- Support individuals who have been off sick with stress and agree with them, after consultation, on a planned return to work.
- Refer to specialist agencies as appropriate.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform staff of any changes and development in the field of stress at work.

Employee and Representative Commitment

- Raise issues of concern or suggested improvements with your representative or manager.
- Accept opportunities for counseling when recommended.
- Representatives will be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Representatives will be able to consult with management on the issue of stress.
- Representatives will be involved in the risk assessment process.

Signed

A handwritten signature in black ink that reads 'R E Tweedale'.

Robin E Tweedale

Position Managing Director

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