



# Stress Management Policy

## Policy Statement

- Solidor Ltd recognises that their staff is its most valuable asset and that only through a healthy and safe working environment can they be encouraged to contribute fully to the company's goals
- As a good employer it wishes to promote the physical, psychological and social well-being of all its staff
- It is committed to ensuring, "as far as is reasonably practicable", that no member of staff is subjected to an excessive and sustained level of work-related stress that is detrimental to their health
- Employees perceived to be suffering from excessive and sustained levels of work related stress will be treated in accordance with this Policy. The needs of people with disabilities will be given particular consideration

## Defining Stress in the Workplace

- The company is aware of problems of work related stress and the potential harm to health attributed to the "adverse reaction people have to excessive pressures or other types of demand placed on them"
- Reasonable pressure and challenges can be stimulating and motivating, however everyone can experience work related stress. It is not an illness but a natural and distressing reaction to demands or 'pressures' that a person perceives they cannot cope with at a given time and if prolonged can lead to health problems
- To enable the company to fulfil its responsibilities and take appropriate action in instances work-related stress brought to their attention, they should be aware of the symptoms and effects

## Symptoms of Stress

While each individual's response to stress is unique, some common symptoms are discernible.

Displaying some of these symptoms does not automatically indicate stress, but they point to such a possibility:

- **Behavioural Symptoms:** absenteeism, withdrawal, hostility, excessive eating, drinking or smoking, poor concentration or being too busy to relax
- **Emotional Symptoms:** loss of confidence, lack of self esteem, anxiety, frustration, anger and apathy
- **Physical Symptoms:** insomnia, frequent and unspecified aches, pains and digestive problems

## Effects of Stress in the Workplace

- An individual's stress can be detrimental to them and adversely affect their professional efficiency
- The knock-on effect on other employees can be considerable and in turn, increase their stress levels
- Moral and health can suffer, resulting in inefficiency, poor relationships, sickness absences and staff turnover

## Objectives of this Policy

- To help employees understand the phenomenon of work-related stress. To increase awareness, managing stress in themselves and in others and methods available to combat it
- To identify potential instances and to take the appropriate reactive and preventive actions
- To promote a culture of encouragement, participation and open communication
- Providing appropriate and confidential support for those who are experiencing stress in the workplace and make every effort to minimise this

## Responsibilities of Employees

- Employees have a responsibility to take reasonably practicable steps to minimise their own stress levels and those of their fellow workers who may be affected by their acts or omissions
- A legal responsibility to comply statutory legislation and regulations to take reasonable care of their health and safety and that of other persons with whom they work
- Employees are neither expected nor presumed to have specialist knowledge in this area so they should draw attention to any concerns about work-related stress to themselves or other persons

Signed:

Gareth Mobley (Managing Director)

31<sup>st</sup> March 2010 (rev 1)