

WORKFORCE AND WELLBEING POLICY

Organisation: Graphinixx

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Business Name: Graphinixx

Effective Date: 11 May 2026

Review Date: 11 May 2027

1. INTRODUCTION

1.1 Policy Statement

Graphinixx is committed to fostering a workplace environment in which all employees are supported to achieve optimal physical, mental, and emotional wellbeing. This Workforce and Wellbeing Policy establishes the framework through which the organisation recognises that employee wellbeing is fundamental to organisational success, employee retention, and the delivery of high-quality professional services.

1.2 Scope

This policy applies to all employees of Graphinixx, including full-time staff, part-time employees, fixed-term contract workers, and agency workers. Senior management and executive leadership are accountable for ensuring compliance with this policy across all organisational levels and departments.

1.3 Definitions

For the purposes of this policy:

Wellbeing encompasses physical health, mental health, emotional resilience, financial security, and social integration within the workplace.

Support Systems refer to formal and informal mechanisms, resources, and services designed to promote, maintain, and enhance employee wellbeing.

Line Manager refers to the designated supervisor responsible for day-to-day management and support of individual employees.

1.4 Objectives

The primary objectives of this policy are to:

- Promote a culture of wellbeing throughout Graphinixx;
- Identify and mitigate workplace factors that may negatively impact employee health and wellbeing;
- Provide accessible support systems and resources for all employees;
- Ensure compliance with relevant legislation, including the Health and Safety at Work etc. Act 1974, the Equality Act 2010, and the Mental Capacity Act 2005;
- Reduce absenteeism and presenteeism through proactive wellbeing management;
- Enhance employee engagement, satisfaction, and retention;
- Create an inclusive workplace culture that values diversity and supports individual needs.

2. WELLBEING APPROACH

2.1 Holistic Wellbeing Framework

Graphinixx adopts a holistic approach to employee wellbeing, recognising that health and wellbeing extend beyond the absence of illness. The organisation acknowledges that wellbeing encompasses six interconnected dimensions:

Physical Wellbeing: Graphinixx is committed to maintaining a safe, healthy, and ergonomically appropriate working environment. The organisation conducts regular risk assessments and implements appropriate control measures to prevent work-related injury and illness. Employees are encouraged to engage in physical activity and are provided with information regarding healthy lifestyle choices.

Mental Health: The organisation recognises the importance of psychological wellbeing and commits to reducing stigma surrounding mental health conditions. Managers receive training in mental health awareness to identify signs of distress and respond appropriately. Employees experiencing mental health difficulties are supported through confidential services without fear of discrimination or disciplinary action.

Emotional Wellbeing: Graphinixx fosters an emotionally supportive environment through open communication channels, team cohesion activities, and recognition of individual achievements. The organisation acknowledges major life events and provides flexibility where possible to support employees through challenging periods.

Financial Wellbeing: The organisation provides competitive remuneration and benefits packages designed to support financial security. Employees have access to financial wellbeing resources, including guidance on salary sacrifice schemes, pension planning, and budgeting assistance where feasible.

Social Wellbeing: Graphinixx recognises the importance of workplace relationships and

social integration. The organisation facilitates team-building activities, mentorship programmes, and social events to strengthen workplace relationships and foster a sense of community.

Occupational Wellbeing: The organisation supports career development, skills advancement, and job satisfaction. Employees have access to training opportunities, performance development conversations, and career progression pathways to enhance occupational wellbeing and professional fulfilment.

2.2 Management Responsibility

Senior management and line managers are accountable for promoting wellbeing within their areas of responsibility. Specific responsibilities include:

- Demonstrating a visible commitment to wellbeing through personal conduct and decision-making;
- Creating psychologically safe working environments where employees feel confident raising concerns;
- Regularly monitoring workload and work-related stress levels within their teams;
- Responding promptly and appropriately to employee wellbeing concerns;
- Maintaining confidentiality regarding sensitive personal information;
- Implementing flexible working arrangements where operationally feasible;
- Ensuring adequate staffing levels to prevent excessive workload pressures;
- Recognising and celebrating employee contributions and achievements;
- Modelling healthy work-life balance and encouraging employees to do likewise.

2.3 Employee Responsibility

Employees are expected to:

- Take responsibility for their own wellbeing and engage actively with support services;
- Communicate concerns regarding their health, safety, or wellbeing to their line manager or appropriate personnel;
- Utilise workplace facilities and resources designed to support wellbeing;

- Respect the wellbeing of colleagues and contribute to a supportive workplace culture;
- Engage constructively with occupational health services and implement recommended adjustments;
- Adhere to health and safety policies and procedures;
- Report hazards, near-misses, and incidents promptly;
- Maintain awareness of mental health and wellbeing resources available to them.

2.4 Reasonable Adjustments and Flexible Working

Graphinixx recognises that individual employees may require reasonable adjustments to facilitate their full participation in the workplace. In accordance with the Equality Act 2010, the organisation makes appropriate adjustments for employees with disabilities, long-term health conditions, or other protected characteristics, subject to operational requirements and proportionality assessments.

Flexible working arrangements, including flexible hours, remote working, job sharing, and part-time arrangements, may be available to employees who request them. Line managers and Human Resources will work collaboratively with employees to determine appropriate arrangements based on individual circumstances and operational requirements.

3. SUPPORT SYSTEMS

3.1 Occupational Health Services

Graphinixx provides access to confidential occupational health services, which employees may access through referral by their line manager or self-referral in certain circumstances. Occupational health services include:

- Initial health assessments and ongoing health surveillance;
- Management of work-related injuries and illnesses;
- Advice regarding reasonable adjustments and workplace modifications;
- Mental health screening and signposting to specialist services;
- Rehabilitation support following long-term absence;
- Specialist assessments for complex health matters.

All occupational health records are maintained separately from personnel files and managed in accordance with data protection legislation and medical confidentiality principles.

3.2 Employee Assistance Programme

Graphinixx provides access to an Employee Assistance Programme (EAP), offering confidential counselling and support services covering personal and professional matters. The EAP is available to all employees and includes:

- Short-term counselling and therapeutic support;
- Mental health assessments and crisis support;
- Legal and financial advice;
- Signposting to specialist services and support organisations;
- Telephone and online support available 24 hours per day, seven days per week.

Employees are encouraged to utilise the EAP and should contact Human Resources or their line manager for access details. Utilisation of EAP services does not result in any detrimental treatment or impact upon employment status.

3.3 Absence Management

Graphinixx implements a supportive absence management approach that balances organisational needs with genuine employee illness and wellbeing needs. The organisation recognises that occasional absence is a normal feature of employment and distinguishes between absence related to genuine illness and absence arising from other causes.

Employees who are unable to work due to illness should notify their line manager as soon as possible on their first day of absence. Medical evidence, typically a General Practitioner's statement, is required for absences exceeding seven consecutive calendar days.

Managers conduct return-to-work conversations following any absence to identify support needs and ensure that employees are fit to resume their duties. For absences related to mental health or stress, managers receive training in sensitive, confidential conversations that support employee wellbeing.

Repeated or escalating absence patterns are addressed through supportive conversations and occupational health referral. Disciplinary action is only considered when absence results from misconduct or breach of organisational policies, not solely as a result of medical incapacity.

3.4 Mental Health Support

Graphinixx recognises the prevalence of mental health conditions and is committed to reducing stigma and providing appropriate support. Mental health support mechanisms include:

- Mental health awareness training for all managers;
- Clearly communicated signposting to internal and external mental health resources;
- Time off for mental health appointments without adversely affecting performance records;
- Consideration of reasonable adjustments for employees with mental health conditions;
- Peer support networks and employee forums where appropriate;
- Annual mental health awareness campaigns and educational initiatives;
- Confidential support and adjustments without fear of discrimination.

3.5 Stress Management

Graphinixx recognises that workplace stress, when unmanaged, can negatively impact employee health and wellbeing. The organisation implements proactive stress management through:

- Regular assessment of work-related stressors and implementation of control measures;
- Clear communication of expectations and role requirements;
- Adequate training and development opportunities;
- Fair workload allocation and capacity planning;
- Encouragement of breaks and time away from work;
- Access to stress management resources and training;
- Confidential conversations regarding stress management needs;
- Monitoring of stress-related absence and implementation of preventative measures.

Employees experiencing significant work-related stress are encouraged to discuss concerns with their line manager or occupational health services. Early intervention is prioritised to prevent escalation.

3.6 Health and Safety

Graphinixx maintains comprehensive health and safety policies and procedures designed to protect employee wellbeing and prevent work-related harm. The organisation:

- Conducts regular risk assessments across all work areas;
- Implements appropriate control measures to eliminate or minimise identified hazards;
- Provides necessary training, equipment, and facilities to support safe working;
- Maintains appropriate standards of cleanliness, comfort, and hygiene;
- Ensures safe systems of work and adequate supervision;
- Investigates incidents, accidents, and near-misses to identify learning and prevent recurrence;
- Reports serious incidents to the Health and Safety Executive in accordance with legal requirements;
- Maintains appropriate insurance and records as required by law.

3.7 Training and Development

Graphinixx recognises that investment in employee development enhances job satisfaction, career progression, and organisational performance. The organisation:

- Conducts annual performance and development conversations;
 - Identifies training needs and provides access to appropriate development opportunities;
 - Supports external qualifications and professional development;
 - Provides induction training covering health, safety, and organisational policies;
 - Delivers mandatory training in areas such as data protection, equality and diversity, and safeguarding;
 - Offers management development and leadership training;
 - Facilitates mentoring and coaching relationships where appropriate.
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4. REVIEW

This policy will be reviewed on 11 May 2027 or earlier if significant organisational changes, legislative updates, or employee feedback necessitate amendment. Review will involve consultation with employee representatives and relevant stakeholders to ensure continued effectiveness and alignment with best practice.

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