



# Wellbeing Policy

Acorn Industrial Components Limited is committed to creating and maintaining a workplace culture that promotes a culture that supports your wellbeing; where you feel comfortable to talk, seek help and support. It is our policy to carry out all activities and work ensuring the health, safety and welfare of everyone involved.

We are committed to:

- Treat you with respect, not make judgements or assumptions about you because you've told us about a wellbeing or mental health condition
- Provide an environment which promotes healthy working practices and initiatives that promote general wellbeing
- Support you to ensure your workload is reasonable
- Offer a range of approaches to wellbeing in the workplace, and services that can be accessed as required
- Support you to take personal responsibility for your own wellbeing
- Make reasonable adjustments where needed to support your wellbeing and any mental health conditions

To support health and wellbeing within Acorn, we encourage you to:

- Familiarise yourself with our wellbeing policy and make use of our Employee Assistance Programme (EAP)
- Take responsibility for your own health and wellbeing and take steps to seek support if needed
- Be as open and honest as possible, be ready and willing to have open discussions
- Maintain communication and raise concerns if you believe work or the work environment poses a risk to your health
- Demonstrate the behaviour and actions you'd like to see to protect yourself and others
- Be willing to support your colleagues and any adjustments that they are receiving
- Attend the Mental Health Awareness course provided by St. John's Ambulance to help the support and wellbeing of Acorn



# General Support

## Employee Assistance Programme (EAP)

We recommend you speak to your GP, but also as part of Acorn's Employee Assistance Programme, you and your immediate family will have access to a counsellor 24 hours a day, 7 days a week.

You can access our EAP which is offered via Health Assured, where you can make the most of the services they have to offer. They have a 'My Healthy Advantage' app which provides an enhanced set of wellbeing tools and engaging features which are designed to improve the user's mental and physical health by using personal metrics to set goals and measure achievements. If you are unsure how to access this, please refer to the guide on the noticeboard in the kitchen, posters placed around the building or talk to management.

When you joined Acorn, you would have been invited to join Health Assured, however if you did not accept this invite and would like to be added, please send a request to [lauren@acornic.co.uk](mailto:lauren@acornic.co.uk).

## Making Reasonable Adjustments

There might be reasonable adjustments we can make at work to help you. What's 'reasonable' will depend on each situation and consideration will be given to whether the adjustment will remove or reduce any disadvantage, whether it's practical to make, if it is affordable and whether the adjustment could harm the health and safety of others.

These could be permanent changes, or just temporary ones to help while you need it.

## Support Organisations

There are also many other organisations who can provide support which Acorn recommend using as a point of contact should you need to:

### Mental Health:

- MIND
- Remploy
- Samaritans

### Stress:

- Stress Management Society
- StressBusting



# Wellbeing Initiatives

## Work-life Balance

Acorn believe getting the work-life balance correct is a great way to work and critical for your mental wellbeing. We believe that time off and breaks are important to your wellbeing and encourage you to take your annual leave, switch off and come back refreshed. We actively want you to own your work-life balance, setting clear boundaries between your work and non-work time.

## Psychological Safety

Bi-annually, we aim to send out an Employee Engagement Survey and hold regular appraisal meetings with the Directors to allow you to share your thoughts on how you and your team is doing. The survey is an anonymous way of letting us know if we're still working the way we should be.

## Mental Health First Aiders

We have 4 trained mental health first aiders – Dan McGlinchey, Adam Rumbol, Lauren Titshall and Melissa Aitken. Please reach out to any of them if needed.

# Menopause

Menopause is a natural event and it isn't always an easy transition, however with the right support, it can be much better. Not everyone will suffer with symptoms but Acorn believe that supporting those who do, will improve their experience at work. Supporting and creating a positive environment between an employer and someone affected by the menopause can help prevent the person from:

- Losing confidence in their skills and abilities
- Feeling like they need to take time off work and hide the reasons for it
- Having increased mental health conditions such as stress, anxiety and depression
- Leaving their job

It affects most women and other people who have a menstrual cycle and this policy is about protecting those affected, this can include:

- Trans people – 'trans' is an umbrella term used to describe people whose gender is not the same as the sex they were assigned at birth
- People with 'variations of sex development' (VSD) – some people might prefer to identify as intersex or use the term 'differences in sex development' (DSD)

There are 3 different stages to the menopause:

- Perimenopause – during this time, periods can stop and individuals can experience hormonal changes such as a decrease in oestrogen levels. This can last between 4 to 8 years depending on the individual
- Menopause
- Postmenopause

We aim to facilitate an open, understanding working environment where reasonable adjustments and additional support are available to those experiencing menopausal symptoms. Small adjustments can make a huge difference, and you are encouraged to speak to your manager or mental health first aider to make them aware that you are experiencing menopausal symptoms at an early stage. Acorn will ensure that symptoms are treated as an ongoing health issue so we can facilitate support and actions to be taken, these can include:



- Providing desk fans where required.
- Flexibility to work in other areas of the building where possible.
- Turning your camera off when video conferencing
- Having walking meetings

If you feel unwell and unfit for work due to menopausal symptoms including a sudden onset of symptoms during the working day, we will support you. Please refer to the Staff Handbook (accessed on SharePoint, Documents) for our Sickness and Absence Procedure.

We also encourage and ask all our staff to follow this policy by respecting and supporting their colleagues who may be experiencing menopause symptoms.

## Alcohol and Drugs

You have a general duty to take reasonable care of your own health and safety and that of others who may be affected by what you do or don't do. This is vital in the use of alcohol or drugs. Misconduct that arises from alcohol or drugs abuse is serious and may lead to dismissal.

Please refer to the Staff Handbook for our Alcohol and Drugs Misuse Policy.

We recognise that alcohol and drug dependency are health conditions and if you are suffering from these you should let us know. If you are concerned that you may be developing an alcohol or drug dependency, we encourage you to seek confidential help from a suitable professional, either your GP or through our EAP. We also want you to know that you can talk to us before it becomes an issue at work. Employees are encouraged to talk to their manager or mental health first aider. They'll offer support and will keep things confidential, unless they have concerns about your safety or that of other people.

Mr C Till – Managing Director  
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