

# COMPANY POLICY

# HEALTH AND WELLBEING

The Company is committed to providing an environment which promotes and maintains the wellbeing and good health (both mental and physical) of all personnel engaged in work for Instalcom. We recognise the importance of investing in the health and welfare of our staff by providing a physical and social environment which is conducive to teaching, learning, living and working. In addition to meeting all legal requirements, we will take a proactive approach to workplace wellbeing by ensuring that mechanisms are in place to prevent work-related occupational health injuries and to promote good mental and physical health. We will encourage the development of a culture in which Managers take an interest in the health and wellbeing of their staff and employees themselves adopt a responsible approach to measures within their own control to keep healthy. This will be achieved by:

- The provision of regular occupational health support on all sites, which will include the opportunity for all to attend medical screening & wellbeing clinics where advice on exercise, diet and work/life balance will be available and should assist employees to make informed choices regarding lifestyle issues.
- The provision of pre-employment self medical screening for all new employees in order to ascertain whether an individual is fit to perform the job for which he/she is being considered. Prospective employees who will be undertaking safety critical roles will be required to undergo a full medical examination under CBH, whilst the remainder will complete confidential medical questionnaires. Full account will be taken of the Disability, Discrimination and the General Data Protection Regulations.
- The promotion of healthy lifestyle choices
- Ensuring that planning and tasking decisions are taken with a consideration for the potential to cause stress and mental health issues to those involved
- The promotion of our Behavioural Safety programme
- Empowering individuals to develop the knowledge and understanding to make informed choices about their health, well-being and safety, and reducing risk-taking behaviour
- Implementing a Management of Road Risk programme
- The provision of both 'with cause' and 'random' drugs & alcohol testing on all our sites and in our offices. We will also provide advice and help to any Company employee who discloses a drugs or alcohol dependency.
- Encouraging our workforce to take responsibility for all aspects of their own health, which are within their own control, such as accepting and acting on advice provided in wellbeing clinics and visiting their GPs as and when required to ensure that routine tests are conducted and their health is regularly monitored.

This policy will be reviewed at a frequency of no less than annually.



Signed.....  
Tim O'Connor - Managing Director

Date: 05/02/18

