

The Chief Executive and Executive Board are committed to the health, safety and wellbeing of all colleagues, business partners, and contractors to Speedy. This policy laid out by the Wellbeing Committee aims to crystallise the importance Speedy bestows upon wellbeing, whilst delivering the very best service to its clients.



Wellbeing Overview

Wellbeing is a state of being happy and healthy in our bodies (physically) and in our minds (mentally). This policy explains our approach to the management of wellbeing at work and recognises common mental health conditions which may not have been directly caused by work, but could be exacerbated by working conditions, or in some way make a worker unsafe. It covers physical and mental wellbeing, and mental ill health.

This Policy has five pillars:

- Providing **Emotional** support to all colleagues
- Providing a safe and healthy **Workplace**
- **Contribution** to local communities
- Providing advice and opportunity for **Physical** health
- Signposting **Financial** management and advice.

Emotional

Good Mental Health is defined as a state of wellbeing in which an individual can cope with the normal stresses of life and can work productively. However, when a person is suffering from mental ill health their emotional wellbeing has been affected. We recognise that as a business we must promote good mental wellbeing, by encouraging our colleagues to recognise the signs and symptoms of mental ill health, to provide a culture of openness and confidentiality in talking about matters relating to mental wellbeing, and in working preventatively to help colleagues manage their mental health. Information, supervision and training will be provided to enable all colleagues to carry out their roles safely and effectively.

Workplace

Speedy recognises that the provision of a safe working environment is a given, however we strive to make our facilities safe, welcoming and functional. We recognise as a business that we have a vast estate and managers and colleagues have a duty of care to ensure anything detrimental to the safe operation of the workplace is identified and reported. We provide a digital platform for the instant reporting of near misses, incidents and accidents which is monitored and acted upon by the Health and Safety and management teams of the business. The company is committed to providing enough resources to acquire, maintain and refurbish such facilities.

Contribution

As a business we recognise the impact we have on our local communities, be that providing our core delivery and collection services or employment opportunities. We also recognise that many individuals contribute within their communities; as an organisation we actively encourage colleagues to go the extra mile and make a difference, through supporting and championing local, regional and national initiatives and charities.

Physical Health

Colleagues are encouraged to prioritise their mental and physical health inside and outside of work. We understand that physical wellbeing involves good nutrition, exercise and lifestyle choices. We also recognise the link between physical and mental wellbeing at work.

Colleagues are encouraged to exercise regularly, take breaks, eat away from their workspace where possible, as well as drinking plenty of water.

Financial

Financial Wellbeing is about a sense of security and feeling as though you have enough money to meet your needs. It's about being in control of your day-to-day finances and having the financial freedom to make choices that allow you to enjoy life. As an organisation Speedy can provide awareness, information and assistance through our partnership with the Retail Trust employee assistance programme.

Our Goals

- To build and maintain a workplace environment and culture that supports healthy lifestyle choices
- To increase colleague knowledge and awareness of health and wellbeing issues which includes financial wellbeing
- To facilitate colleague's active participation in a range of initiatives that support health and wellbeing including contributions to local communities
- To increase management awareness of mental health wellbeing

Our Objectives

- To provide a safe workplace and have a feedback loop for colleagues to assist us in improving safety in the workplace; which maybe at home, on Speedy sites/offices or in client premises
- To encourage colleagues to be more physically active by promoting activities online that can be followed outside work or during lunch breaks
- To promote colleague social and emotional wellbeing through workplace practices and online exercises
- To provide access to information and resources that increase colleague knowledge and awareness around key health areas such as, mental health, diet, alcohol and drugs
- To provide access to information which assists colleagues in financial wellbeing matters.

Our Responsibilities

Our colleagues are encouraged to:

- Understand this policy and seek clarification from the Wellbeing Committee or management when required.
- Consider this policy while completing work-related duties and at any time while representing the business.
- Support colleagues in their awareness of this policy.
- Support and contribute to providing a safe, healthy and supportive environment for all colleagues.

Our managers have a responsibility to:

- All colleagues are made aware of this policy.
- Actively support and contribute to the implementation of this policy, including its goals and objectives.
- Manage the implementation and review of this policy.
- Attend wellbeing awareness workshops.

Communication

- All colleagues receive a copy of this policy during the induction process
- This policy will be held on the `Hub` under the Wellbeing space, accessible by all colleagues
- A calendar of sponsored health & wellbeing events will be shared. Colleagues will be invited once a year to feedback on which events we will promote more heavily
- Colleagues are empowered to actively contribute and provide feedback via the Wellbeing Committee
- Any changes to this policy will be notified via the Wellbeing area on the Hub.

Monitoring and Review

- This policy will be reviewed annually by the Wellbeing Committee
- The effectiveness of this policy will be assessed through:
 - feedback from colleagues and management
 - a review of the policy by management and committee to determine if the objectives have been met and to identify barriers and enablers to ongoing policy implementation.

A handwritten signature in black ink, appearing to read "Ellie Armour".

Ellie Armour
HR & Transformation Director

A handwritten signature in black ink, appearing to read "Andy Johnson".

Andy Johnson
HSSEQ Director