



Health & Wellbeing Policy Statement PO-12

Scope: Mental health problems and stress can affect anyone, regardless of their position in the company. This policy applies equally to all employees. The implementation of this policy will also be supported by other health and safety policies and procedures. For example, sickness absence, back to work, alcohol, drug and substance abuse, bullying and harassment.

The aim: This policy is to provide a consistent approach to health and mental health wellbeing within the company, which in-turn will help to improve and promote both physical and positive mental health. It will involve the delivery of awareness, education and support. Work can have a positive impact on our health and wellbeing. Healthy and well-motivated employees can have an equally positive impact on the productivity and effectiveness of our business.

P T Contractors is committed to providing a working environment which promotes and maintains the good health and wellbeing of its staff and all other personnel. This includes sub-contractor engagement in work activities for PTC on our sites and in our office. PTC recognise the importance of investing in the health and welfare of its staff by providing a physical and social environment which is advantageous to coaching, learning, living and working. In addition to meeting all legal requirements, we will take a proactive approach to workplace wellbeing by ensuring that a framework and mechanism is in place to help prevent work-related occupational health injuries and promote good health and wellbeing amongst the entire workforce. PTC are part of the "Mates in Mind" community to further gain relevant information, support and make use of their knowledge and tools to support our workforce. Mates in Mind has been created by and for the construction industry.

We will encourage the development of a culture in which managers take an active interest in the health and wellbeing of their staff including others directly associated with our activities. For example, sub-contractors, who themselves adopt a responsible approach to measures within their own control to keep healthy.

Our commitment to maintaining a fit, healthy, highly motivated workforce will be achieved by:

Policy actions:

- **Give non-judgemental and proactive support:** to individual staff who experience mental or physical health problems.
 - Deal sympathetically with staff suffering from mental health problems due to circumstances outside the workplace, and who consequently find it difficult to do their jobs properly.
 - Offer assistance, advice and support to people who experience a mental health problem while in our employment.
 - Give new employees a comprehensive induction programme providing an understanding of the organisation, the established policies and procedures, and the role they are expected to carry out
- **The Company EAP (Employee Assistance Programme)**
- **Promotion of mental wellbeing:** promoting the mental wellbeing of all staff through:
 - providing information and raising awareness about mental wellbeing
 - providing opportunities for employees to look after their mental wellbeing
 - promoting policies and practices that promote wellbeing.



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- Support for staff returning to work after a period of absence due to mental or physical health problems.
- The promotion of healthy lifestyle choices
- The promotion of our Behavioural Safety programme
- PTC have 6 trained Mental Health First Aiders and more planned for 2025 to help and support those in need of confidential support.
- Implementing a Management of Road Risk and driver awareness 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 support to any PTC employee who discloses a drugs or alcohol dependency
- Empowering individuals to develop the knowledge and understanding to make informed choices about their health, well-being and safety, and reducing risk-taking behaviour
- 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.
- Occupational health support, which includes the opportunity if requested for employees to attend medical screening or a wellbeing clinic as arranged by the company. This support is aimed at gaining advice on exercise, diet, work/life balance and or lifestyle changes that promote healthy living. This opportunity will be available upon request (Point of Contact - SHEQ Manager) and should assist employees to make informed choices regarding lifestyle issues.
- Where identified during the pre-employment stage; if an individual has informed us they have a pre-existing condition that could possibly have a detrimental effect, or if the role they are applying for has high risk aspects, then the company reserves the right to request a fit for work note from their GP or the individual provides evidence of attending a recent self-medical screening. This is in order to ascertain whether an individual is fit to perform the job/duties for which he/she is being considered. Full account will be taken of the Disability Discrimination and Data Protection Acts during this process.
- All staff **must complete and return** a company Annual Medical Questionnaire.

This policy applies to all employees of PT Contractors Limited

Date: 02/01/2025

Managing Director
P N Trant