

## HEALTH PROMOTION POLICY

SITIE recognises that the promotion of good health among its employees can help to maximize the productivity of the organization, and enhance its employee relations and employer image. It also recognizes that staff wellbeing contributes to making employees feel valued and reduces sick absence.

SITIE is committed to fulfilling its legislative obligations and to maintaining a healthy and well-motivated workforce. To this end, the promotion of good health forms part of a comprehensive approach to health and safety issues.

The Health Promotion Policy applies to all employees of SITIE. This includes those employed on permanent or temporary contracts.

1. Principles

- SITIE is committed to promoting the health of its employees at all times and seeks to create a culture where any issues are identified, minimized and managed before they affect the wellbeing of staff
- All employees will be subject to pre-employment health screening
- All health matters of individual employees will be treated fairly and in confidence
- Employees will be given support and advice wherever possible

2. Health monitoring

- SITIE will ensure that health surveillance of individuals is provided where required under statutory provisions or where a risk assessment has identified the need for monitoring

3. Occupational Health assessment

- In case where an employee's absence record is a cause of concern, SITIE will be asked to provide advice to management regarding their state of health and the likely timescale for recovery

4. No smoking at work

- SITIE comply with the relevant legislation on smoke free workplaces

5. Alcohol and drug misuse

- SITIE will seek to ensure that any employees with an alcohol or drug issue which affects their work receive advice, information and if necessary help with getting treatment

6. Stress at work

- SITIE is committed to minimize the risk of employees experiencing stress in the workplace.
- Both employees and managers/supervisors have a duty of care to take prompt and appropriate action to eliminate, reduce or manage stress. A key element in the reduction and management of workplace stress is effective two-way communication between the employee and their manager/supervisor
- Managers have a responsibility to look out for possible symptoms and causes of stress and to take appropriate action which should be managed sensitively and with appropriate confidentiality
- Employees have a responsibility to be able to recognize their own symptoms of stress and to discuss problems with their manager/supervisor straight away

Each worker is enrolled in the welfare program for the possibility of performing free health services in the participating establishments or for obtaining a reimbursement of benefits.

**Chairman of the Board of Directors**

