

Health and Wellbeing policy

Why we have this policy

We want our workplace to have a positive and healthy culture.

To achieve that our workplace policies, practices and environments are designed with your wellbeing in mind.

This policy applies to all employees at our workplace, and to anyone who comes into our workplace.

Mental wellbeing

Our workplace has a role in promoting, protecting and supporting our employees' mental wellbeing.

We recognise the experience of mental distress is common and that anyone can be affected at any stage of their lives. We are committed to supporting any employees experiencing mental distress.

If you are experiencing distress, we will do as much as we can to help you to stay at work and/or support your return to work when you are ready. Any health conditions or disabilities will be treated in confidence. We will never share any information about you unless you have agreed to it, and only to ensure your wellbeing and safety and that of those around you.

How we will promote good mental wellbeing

We will manage you in ways that promotes your mental wellbeing.

As your employer, we will do the following:

- Encourage a culture of openness – you can speak up about any concerns at any time and know you will be heard.
- Make sure you feel supported to seek help for any issues or distress, including using our conflict resolution processes.
- Make sure you understand what is expected of you at work – in your work tasks and acceptable behaviour.
- Check in with you at agreed times to ensure your workload is manageable, and to discuss any issues.
- Offer flexible work practices wherever possible and/or legally required.

- Support opportunities for professional skills development and growth.
- Employ and promote you based on your abilities, rather than any perceived disabilities.
- Not tolerate bullying, harassment, or discriminatory behaviour.

Our expectations of you

You can do a lot to protect your own mental wellbeing at work.

As our employee, we expect you to:

- treat everyone with respect and civility
- speak up if you need help or support
- speak up about any bullying, harassment, or discriminatory behaviour you notice happening in our workplace
- take your own steps to stay mentally healthy at work (eg taking rest breaks, speaking up if stressed)
- support workmates to speak up if they need help for anything affecting their mental health
- access support if you need it – see the **Help finding support** section in this policy
- ask about options (eg flexible working arrangements, special leave) if you feel you need time away from work to manage your mental health.

Encouraging positive actions

To maintain a mentally healthy workplace we will:

- consult with you and other staff about what workplace wellbeing means to you, and what initiatives you might like
- provide contact details for support services you can access easily and discreetly
- encourage you to take breaks, both to rest and to connect with others
- regularly support mental health and wellbeing initiatives, such as Mental Health Awareness Week
- encourage you to get outside during breaks, which is good for your physical and mental wellbeing

Alcohol

Our workplace culture does not put alcohol at the centre of how we socialise, celebrate and say thank you.

Our expectations of you

We expect you not to come to work under the influence of alcohol or affected by alcohol in a way that could impact on health and safety or your work performance (eg hungover).

If you do come to work affected by alcohol we may consider you to have breached our code of conduct. You could face disciplinary action.

Support for harmful drinking and alcohol addiction

If you are concerned about how much you drink, and would like help to reduce your alcohol intake, see the **Help finding support** section in this policy.

Drinking alcohol at work

If we allow alcohol at our workplace or at any work-related events we will always supply alcohol in a responsible manner.

This includes:

- not supplying alcohol when drinking could increase the risk of injury
- making sure no one drinks alcohol and then drives or operates machinery
- not allowing anyone who is intoxicated to drink more
- not supplying alcohol to anyone under 18 without having approval ("express consent") from their parent or guardian.

We take host responsibility seriously, especially around alcohol. See the **Responsible hosting** section of this policy.

Alcohol in our workplace(s)

- **Our workplace culture around alcohol means you may never drink alcohol in our workplace(s).** This is because we are a high risk industry

Smokefree at work

We are a smokefree and vapefree workplace. If you work with us, we expect you to follow our smokefree and vapefree policy, to help protect everyone against the effects of second-hand smoke at work.

You cannot smoke or vape anywhere where this is forbidden, by the Smokefree Environments and Regulated Products Act 1990 or other laws.

This means you cannot smoke or vape anywhere inside our workplace, at any time.

In addition, you cannot smoke or vape:

- anywhere we have placed smokefree or vapefree signage outdoors, including workplace entrances and exits.

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- in uniform - you may not smoke or vape in public areas if you are identifiable as our employee. If you must smoke or vape while wearing branded clothing or other items, you must change or cover them up.
- in workplace car parks or gardens.
- at any outdoor worksites.
- at any events or activities we organise or sponsor, even if not held at our workplace.

We will notify all service contractors and visitors to our workplace of our policy.

We make our smokefree and vape-free policy clear in our job advertisements, recruitment material and employment agreements.

Company-owned vehicles

You cannot smoke or vape:

- in a company-owned vehicle, unless you have the written permission of all other employees who use it.
- in a company-owned vehicle at any time.

Want to stop smoking?

If you do smoke and would like help to stop, we can support you. See our **Help finding support** section in this policy for more information.

SunSmart

As your employer we are required to protect you from workplace risks.

Because exposure to solar ultraviolet (UV) radiation can cause cancer, we will take steps to minimise your exposure during work hours.

We will:

- check UV levels each day
- do all we can to schedule outside work when UV levels are lowest, such as at the start and/or end of the day
- encourage you to work in shade as much as possible
- provide portable shade (including shade structures such as pergolas, tents and umbrellas) wherever possible for outside tasks if natural shade isn't available
- try to move tasks inside if shade isn't possible
- rotate tasks among employees so you are not constantly in the sun.

As our employee we expect you to:

- speak up if you are concerned about your sun exposure and/or have suggestions on how we can better keep you safe
- report instances of sunburn, heat exhaustion/fatigue to Towcraft management
- check your own skin for changes that could indicate melanoma or non-melanoma skin cancers
- regularly drink water to stay hydrated.

Personal protective equipment (PPE)

You must wear clothing and sunscreen (applied to uncovered skin every day when UV levels are dangerous) to protect you from the sun when working outside.

As necessary this PPE could include:

- long-sleeved shirts with collars, long trousers or knee-length skirts or shorts that are preferably light-weight but still close-weaved, keep out UV radiation while allowing your skin to breathe, and have an Ultraviolet Protection Factor (UPF) of at least 30
- a hat/hard hat/helmet with a wide-brim/peak/flap that protects your head, face, ears and neck
- sunglasses that fit closely to your face and meet UV protection standards, AS/NZS 1336:2014
- if required, sunglasses and spectacles must also meet the safety glasses standard, AS/NZS 1337:2010
- sunscreen, which must be water-resistant, broad-spectrum, at least SPF30, and meets standard AS/NZS 2604:2012. Sunscreen should be applied 20 minutes before going outside and reapplied every two hours, especially if you are sweating and/or working in water, and stored below 30 degrees, as high temperatures (such as from being left in a vehicle's glove box) can stop it being effective.

Monitoring sun exposure

We understand our responsibility as an employer to monitor your UV exposure.

We will do this by:

- monitoring UV levels to identify when it's risky to be outside
- regularly assessing our workplace/s to make sure you are not exposed to too much UV radiation, then taking steps to eliminate or minimise the risk
- assessing all outside work functions and events for UV exposure, providing shade and sunscreen if necessary
- developing a system where we can all record incidents of sunburn, heat exhaustion/fatigue

- tracking those incidents to see what improvements/changes we can make to reduce the chances of sunburn and heat exhaustion/fatigue
- developing a system of monitoring your UV exposure, including reminders to get regular skin checks
- helping you understand melanoma and non-melanoma skin cancer, including the importance of having any moles, freckles or worrying skin spots checked by your GP.

Responsible hosting

We take our host responsibilities seriously when hosting work functions and work events.

No alcohol will be served at work events

Alcohol will not be served at work events. Where alcohol is available but not provided by us (eg at a licensed restaurant) you may not buy your own.

Food

Our catering will provide healthy choices. This includes:

- limiting high-fat, high-sugar foods
- ensuring water, and sugar-free, alcohol-free drinks are available
- ensuring enough food is available, especially if alcohol is also being offered.

SunSmart

If work functions are held outside, we will make sure you are protected from too much solar UV radiation.

We will:

- remind you to be prepared to be SunSmart
- provide shade
- have sunscreen readily available that is at least SPF30, broad-spectrum and water resistant, and encourage you to use it
- schedule activities for times of the day when UV levels are low.

Smoking

You may not smoke anywhere that smoking is unlawful (ie indoor work areas) or not allowed under any other workplace policy, even during work functions.

This is to protect people from the effects of second-hand smoke.

Help finding support

There may be times you need support to deal with difficult issues or to help someone close to you deal with theirs.

If you need support we will:

- encourage you to ask for help as early as possible to reduce the chances of problems growing - all disclosures will be treated confidentially
- do what we can to help you find the support you need
- allow you time off work to deal with issues, as set out in the sick leave section of your employment agreement
- encourage you to seek appropriate help if you know or strongly suspect an employee might harm themselves or needs help – or if you need help yourself.

You could also find support by:

- talking to your manager or a colleague for advice and support
- going to see your doctor or another health professional
- calling or texting 1737 to talk to a trained counsellor. This service is completely free and available 24/7.
- calling 111 if there is an immediate crisis.

Help to stop smoking

We recognise smoking is an addiction and that it kills more than 5000 New Zealanders a year.

If you smoke you will be regularly asked if you would like support to quit or become smokefree at work.

Support may include:

- easily accessible stop smoking information and resources available in communal work areas
- time off during work to call or visit a stop smoking service
- time off during work to visit a doctor - for a nicotine replacement therapy prescription (NRT) or medication
- subsidising quit-smoking costs (such as doctor's visits, pharmacy costs for prescriptions), to be decided by your manager

- setting up support groups or mentors
- supporting and promoting smokefree events, such as World Smokefree Day
- reviewing your work tasks during periods you have strong withdrawal symptoms
- educating other employees to understand addiction and how they can support others to stop smoking.

You can access support to quit at any time by talking to Quitline (www.quit.org.nz, calling 0800 778 778, or text 4006) or visit smokefree.org.nz/help-advice/stop-smoking-services for the details of your local stop smoking service.

Training

We will train our managers and other appropriate employees how to recognise and respond to employees who need support in our workplace for whatever is causing distress.

Stay at work/return to work

We understand there are many reasons why you may need support coming back to work after time away from the workplace.

We also understand there may be times when some extra support or flexibility from us could help you stay at work during these times.

If you are away from work for any reason, we will keep communicating with you.

We will talk to you in ways you are comfortable and will work alongside your support people and health professionals (where appropriate) to see what changes we can make to help you come back to work or to stay at work.

What we agree will be supported by a return-to-work/stay-at-work plan.

When you are back at work

When you have returned to work, we will continue to talk to make sure the plan is working for both of us.

All details will be treated in confidence. We would share your information only after discussions with you, only with your consent, and only to ensure the wellbeing and safety of you and those around you.

Breaches

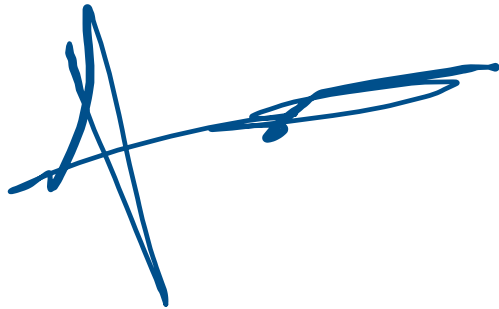
These policies reflect 'the way we do things around here'.

Depending on the seriousness of the breach, if you are found to have breached these policies we will:

- talk with you to make sure you know the terms of the policy you have breached, including what appropriate support we can offer (such as counselling, quit smoking support)
- make sure you know the required behaviour expected from now on
- take disciplinary action if necessary.

See our code of conduct and the 'Serious misconduct' clause of your employment agreement for more information about what behaviour is expected and what action may be taken for breaches.

This policy will be reviewed on an annual basis as part of the Health and Safety Management review and will be reissued only in the event of an update.



Tristan Shaw

Director

Towcraft