STRESS AT WORK POLICY

Introduction

Jones Bros Ruthin (Civil Engineering) Co Ltd recognises that workplace stress can exist and acknowledges the importance of identifying, managing and reducing stress at work. This policy applies to everyone in the company. The company is responsible for providing the necessary resources, all managers are responsible for its implementation, and employees are responsible for co-operating and informing the company of any potential concerns which can impact their health and well-being.

Definition

Stress is the adverse reaction people have to excessive pressure or other types of demand placed on them. This makes an important distinction between pressure, which can be positive if managed correctly, and stress, which is likely to be detrimental to physical or mental health if it is prolonged.

Policy

Jones Bros Ruthin (Civil Engineering) Co Ltd will:

- Devise, produce and publish our Management of Work Related Stress Procedure
- Where identified conduct risk assessments to identify all workplace stressors and eliminate or control the risks from stress
- Consult with employee representatives at the Joint Consultative Committee on all proposed action relating to the prevention of workplace stress
- Provide information, instruction and training for all managers and supervisors in good management practices through the company's well-being initiatives
- Provide confidential counselling when requested for staff affected by stress caused by either work or external factors
- Ensure Mental Health First Aiders and Wellbeing Champions are available across the business, including on all major project locations, to provide early support, signpost employees to further help, and promote positive mental health and wellbeing.
- Provide adequate resources to enable managers to implement the company's stress management policy and procedure.

Responsibilities

Managers will:

- Conduct and implement all recommendations of risk assessments within their areas of control
- Ensure good communication between management and team, particularly where there are organisational and procedural changes
- Ensure team members are fully trained to discharge their duties
- Ensure team members are provided with meaningful developmental opportunities
- Monitor workloads to ensure that people are not overloaded or under-utilised
- Discourage work-related contact outside normal working hours or whilst on leave
- Monitor holidays to ensure that staff are taking their full entitlement
- Attend training as requested for all good management practices
- Ensure that bullying and harassment is not tolerated within their jurisdiction
- Be vigilant and offer additional support to a member of staff experiencing stress outside work, e.g. bereavement, family sickness or other personal circumstances.

Health, Safety & Environment Team will:

- Provide specialist advice and arrange awareness training on stress when requested
- Train and support managers in conducting and implementing stress risk assessments
- Refer to workplace counsellors or occupational health counsellors as required
- Monitor and review the effectiveness of measures to reduce stress

- Inform the board and the Joint Consultative Committee of any changes and developments in the field of stress at work.

Human Resources Department will:

- Give guidance to managers on our stress policy and procedure
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics
- Advise and provide managers and individuals on training requirements
- Provide continuing support to managers and individuals and encourage referral to occupational health counsellors where appropriate.

Employees will:

- Co-operate and are encouraged to discuss and report any concerns to their line manager
- Take an active part in the process of assessing the risk, e.g. completing surveys or providing honest feedback when requested
- Raise issues of concern with their line manager, Human Resources, HSE team or occupational health provider
- Accept opportunities for counselling when recommended.

Joint Consultative Committee will:

- Be consulted on any changes to the organisation, work practices or work design that could precipitate stress.

Review

This policy shall be reviewed on a regular basis and as and when necessary to reflect changes in working practices, organisation change and relevant legislation.



Hefin Lloyd-Davies
Director
November 2025