

Mi Well-Being

The purpose of this policy is to outline the company's commitment to workplace wellbeing. The company defines wellbeing as any workplace health promotion activity or organisational policy designed to support a culture of healthy behaviour and attitudes in the workplace and to improve health outcomes for employees. This policy applies to all employees of the company, full time, part time and temporary.

Mitie recognises the importance of employee well-being and that a work environment that fosters and supports employee well-being is hugely beneficial for all concerned. Mitie is committed to taking a proactive approach to this area and to regularly review its approach in line with internal and external developments which may impact on employee well-being.

Principles

The following principles underpin the company's approach to employee well-being:

- Employee Involvement – Mitie is committed to involving employees. This can be achieved through seeking employee feedback and through involving employees in the design and deployment of particular employee well-being initiatives. Any individual employee who wishes to do so, may approach their manager, any member of the HR team or any Mental Health First Aider for a confidential discussion on their own well-being.
- Mitie will regularly review available data to identify any areas where a renewed focus on employee well-being is warranted. This may include a review of company-wide absenteeism/attendance data or actively sourcing employee feedback on specific issues. Where the business is experiencing change or heightened demands, the well-being of employees affected will be a key consideration.
- Mitie have a dedicated fully trained Mental Health First Aiders team who are equipped to deal with questions on employee well-being. Their role is to be available in a strictly confidential manner, to help sign post people to the support mechanisms we have in Mitie and with the external partners we have outside of Mitie; all aimed at supporting everyone's mental health.
- Communication – Mitie is committed to communicating its policy on well-being to employees and to ensure that supports available are known to staff. Employees are encouraged to bring suggestions and feedback to the attention of management.
- Mitie will ensure that responsibility for the monitoring and management of employee well-being is assigned to Mitie's HR team and that employee well-being is considered when associated policies, such as the health and safety, flexible working, intoxicants and sports and social are being updated.

Resources

- Flexible work options– employees can access flexible work arrangements in line with Mitie’s family friendly leave policy.
- Time off work policy – Mitie is committed to monitoring and managing absenteeism cases to ensure a timely and supported return to work. The company will access resources such as occupational health referrals and other professional advice when necessary to support in the management of absenteeism.
- Dignity and Respect policy – this policy outlines Mitie’s commitment to a workplace free of any harassment and workplace bullying.
- Equality, Diversity and Inclusion Policy - this policy outlines Mitie’s commitment to embracing diversity in the workplace as well as the resources available to employees to address any concerns regarding potential breaches of this policy are outlined in this policy. Mitie will also ensure that it meets its obligations in relation to provision of reasonable accommodation to any employees with a disability in the workplace.
- Intoxicants policy – Mitie recognises the impact of intoxicants consumption on employees and the support that may be needed for an employee whose performance is being impacted through the misuse of intoxicants. This policy outlines the company’s approach to the management of any associated issues that arise in the workplace.
- Health and Safety – Mitie attaches paramount importance to the health and safety of employees in the workplace. That’s why we have a separate handbook dedicated to your safety at work. Mitie’s health and safety policy along with the health and safety statement outlines the company’s commitments and employees’ responsibilities in this regard.
- Working Time – the company’s policy on rest periods and break times can be found both in your contract of employment and in your employee handbook under the rest break and time off work policies. The company will routinely ensure that employee work hours and break-times are compliant with legislation and consistent with a work environment that fosters employee well-being.
- Communication – Mitie provides access to resources and information on workplace well-being on an ongoing basis. Such topics include physical exercise, diet and mental health.
- Employee Assistance Programme (EAP) – In order to provide more specialised support to employees where needed, Mitie have engaged a provider to provide a confidential counselling programme. Access details are as follows:

Call free on:

T: 1800 201 346 (Republic of Ireland)
T: 0808 234 5183 (Northern Ireland)

Or visit the website:

- www.wellness.rightmanagement.co.uk/login
- (Login details: mitiewell)

Wellbeing Events

Mitie is committed to hosting a number of key workplace wellbeing events annually. Our key events are:

- Annual charity cycle
- Annual charity ball
- Workplace wellbeing day
- Healthy eating promotions
- Fitness/activity classes
- Free smoking cessation courses
- Themed weeks
- Subsidised health screenings

Mitie will update this policy from time to time to reflect any changes and developments in its approach to workplace well-being. Should you have any questions on this policy, please contact your HR team on IrelandpeopleSupport@mitie.com