



HALSWELL TIMBER (NELSON) LIMITED

Well-Being Policy

Table of Contents

1. Policy Purpose	2
2. Application	2
3. Privacy	2
4. Mental Wellbeing.....	2
5. Smoke-Free Environment	4
6. Being Sun Safe	4
7. Alcohol	5
8. Responsible Hosting and Expected Conduct	6
9. Stay at Work/ Return to work	7
10. Breaches	7
11. Finding Support	7

1 POLICY PURPOSE

We want our organisation to have a positive and healthy culture where our employee's wellbeing is at the heart of what we do. We want to ensure that our policies, practices, procedures and working environment are created and implemented with your wellbeing in mind.

2 APPLICATION

This policy applies to all employees.

3 PRIVACY

We recognise that health conditions and disabilities are very personal. We will treat the information we receive with the utmost respect and confidence. We will not share your information with others, unless you agree to it, and we will only share this information to ensure your health and safety and that of those around you.

4 MENTAL WELLBEING

We as an organisation, we have a role and responsibility to promote, protect and support our employee's mental health and wellbeing. We understand that mental distress is common and that anyone can be affected during any stage of their life. We are committed to supporting any employee who is experiencing mental distress.

If any employee is experiencing mental distress, we as an organisation want to support them. We will help in ways such as supporting you to stay at work and/ or your return to work, where needed and possible.

4.1 Strategies for Good Mental Wellbeing:

As **employers**, we will use the following practices and strategies to support good mental wellbeing in our workplace:

- Encourage a culture where we can speak about any concerns we have, at any time, and these are listened to.
- Make sure all our employees feel supported and know we will support anyone who would like to seek help for any issues or distress
- Access and use our conflict resolution processes and expertise, to support conflict resolution outcomes, where required.
- We will make sure each employee is inducted into our organisation and make sure everyone knows what is expected of them. It is important everyone knows what their job entails and the types of behaviour that are expected.

- We ensure our management processes include strategies such as checking in with employees regularly, monitoring work-loads and being available to discuss any issues or concerns.
- Where possible, or required by law, we will work to support flexible work practise to support our employees.
- We will not tolerate any bullying, harassment or discriminatory behaviour and will ensure we deal with behaviours such as these. We encourage any employee who feels they may be experiencing bullying, harassment or discriminatory behaviour to let a manager know, so we can ensure there are procedures and support in place.
- We will hold updated contact details for supports services.
- We will support staying at work and/or support an employee through a return to work plan, where these options are reasonably practicable.
- Encourage all staff to take their breaks to both rest and connect with others.
- Support mental health and wellbeing initiatives, including local organisations.
- Seek expert advice, including medical advice, to ensure we meet our health and safety and duty of care obligations, if this is required.

As **employees**, there are lots of things you can do to support and protect your own mental wellbeing at work. We expect that employee's will:

- Treat everybody with respect and communicate in a professional manner, adhering to our Code of Conduct at all times.
- Let us know if they need support or help.
- Let us know if an employee observes or experiences bullying, harassment or discriminatory behaviour within our organisation.
- Take steps to look after themselves such as taking rest breaks, speaking to a manager about any concerns, getting enough sleep etc.
- Encourage and support their colleagues to speak up and seek help for any mental health concerns. An employee will inform a Manager if they have any concerns for a colleague who may require support or help.
- Speak to a Manager, if some time away is needed to assist with managing their mental health.
- Provide us updated information about any diagnosed health issues and any relevant prescribed medication.
- To engage and work with us to ensure all strategies and return to work/stay at work plans are implemented, if required.

These strategies are not an exhaustive list and additional strategies may be required and will be reviewed on a case by case basis.

4.2 Support for Mental Health and Wellbeing:

If you feel like you may want some help and support for your mental wellbeing, please see the 'Finding Support' section of this policy or speak to your manager.

5 SMOKE-FREE ENVIRONMENT

We are a Smoke-free workplace and we expect our employees will follow our Smoke-free policy. One of our key aims in our Smoke-free policy is to ensure everyone is protected against the effects of second-hand smoke while they are at work. Being a Smoke-free workplace means that you may not smoke anywhere that would be considered one of our work sites. For the purposes of this policy our worksites include carparks and gardens, within 5 metres of any workplace building or doorway/ window, company owned or company hired vehicles, at any event we organise or sponsor (even if it is not held on our worksites), anywhere where the Smoke-free Environments Act or other laws forbid smoking.

We will ensure we notify all contractors and visitors of our Smoke-free policy and expectations.

You may not smoke in public areas where smoking is allowed, if you are in clothing or vehicles where you can be identifiable as one of our employees.

Our Smoke-free policy includes vaping, e-cigarettes and other tobacco products.

5.1 Support to Quit Smoking:

If you do smoke and you would like help to stop using tobacco, please see the Finding Support Section of this Policy.

6 BEING SUN SAFE

Under the Health and Safety at Work Act 2015, we have a duty to protect you from any workplace hazards. You also have a duty to ensure you keep yourself and others in the workplace safe.

As your **employer** we will:

- Encourage rest and meal breaks out of the sun, when an employee has been working in the sun for periods of time.
- Where possible, plan our day's work around when the UV levels are lowest.
- Ensure you have the correct PPE to protect you from the UV levels.
- Provide sunscreen and ensure all employees have access to sunscreen throughout the day.
- Provide portable shade (i.e. umbrellas, gazebos), where natural shade is not available, to allow employees breaks from the UV levels throughout the day.
- Where possible rotate tasks so employees are not the sun all day.
- Regularly assess our workplace(s) and make sure you are not to exposed to too much UV radiation and take steps to eliminate or minimise the risk.
- Include in our hazard management reporting system incidents of sunburn, heat exhaustion or fatigue. We will ensure track reported incidents to see how we can make improvements to reduce the incidents of sunburn and heat exhaustion or fatigue.
- Develop a system of monitoring your UV exposure including reminders to get regular skin checks.
- Ensure we have information to assist you in understanding melanoma and non-melanoma skin cancer, including the importance of having moles, freckles or worrying skin spots checked by your GP.

As our **employee** you will:

- Wear clothing that provides protection from the sun i.e. lightweight, close weave, breathable shirts, trousers or knee length shorts and skirts. Where possible, wear fabric with an Ultraviolet Protection Factor (UPF) of at least 30.
- Wear sunscreen to protect uncovered skin from the sun and apply regularly as per the manufacturer's instructions. The sunscreen used should be water resistant, broad spectrum, at least SPF 30 and meets the standard AS/NZ2604:2012. Sunscreen should be applied 20 minutes before going outside and reapplied every two hours, especially if you are sweating and or working in water or as per the manufacturer's instructions. Store sunscreen in a cool place, as high temperatures can reduce the sunscreen's effectiveness.
- Wear a hat/hard hat/helmet that has a wide brim/ flap that protects your head, face, ears and neck.
- Wear sunglasses that fit close to your face and meet the safety glasses standard AS/NZ 1337:2010.

7 ALCOHOL

Expectations for our Employees:

We expect that no employee will come to work under the influence of alcohol or be affected by alcohol in a way that could impact on health and safety of yourself or others, or affect your work performance.

If you do come to work affected by alcohol this could be considered as an incident of misconduct or serious misconduct and you could face disciplinary action, that could result in the termination of your employment.

7.1 Support for Alcohol Addiction or Harmful Drinking:

If you are concerned about the amount of alcohol you drink or the frequency in which you drink, and you would like help with your alcohol intake, then please see our Finding Support Section of this policy.

7.2 Alcohol in the Workplace:

Our workplace culture in regards to alcohol means that alcohol may not be consumed on our workplace(s). This is because we operate in a high-risk industry and we are committed to ensuring the health and safety of all people on our worksites. Alcohol may be consumed responsibly in the following situations only:

1. You may drink alcohol in our workplace(s) outside of work hours and only with the express permission of Directors Jason Douglas or Alice Douglas

2. You may drink alcohol during work hours if you are attending a staff function and only with the express permission of Directors Jason Douglas or Alice Douglas.
3. You may drink alcohol if you are attending an organised work event such as a meeting, conference, project out of our local area or company business, but strictly on the basis that it is outside of work hours. We expect you to behave responsibly and within the law at all times.
4. You may NOT drink any alcohol and drive a company vehicle, or a vehicle we have hired.

You may face disciplinary action where one of these areas has been breached and this could result in the termination of your employment.

8 RESPONSIBLE HOSTING OF EVENTS AND EXPECTED CONDUCT:

We take our hosting responsibilities seriously and our obligations under the Health and Safety at Work Act 2015, to ensure all those who attend our events are not exposed to any undue risk.

We will take the followings steps as responsible hosts:

- Where an event may have alcohol served, Directors Jason Douglas or Alice Douglas will make the final decisions regarding whether alcohol will be served.
- Provide low alcohol and alcohol-free drinks.
- Drinks will be served rather than alcohol being freely available.
- Make prior and thorough checks if we need an alcohol licence to serve alcohol at certain events, prior to a decision being made.
- Provide a substantial amount of food where reasonably practicable.
- Make sure people are consuming alcohol responsibly.
- Refuse to serve anyone who has had too much alcohol.
- Not serve alcohol to anyone under the age of 18.
- Make sure everyone gets home safely i.e. ensure employees have a family member/friend to pick them up, arrange taxis or alternative transport
- Provide sunshade or shelter and sunscreen.
- Schedule events for times where UV levels are low.

If you are attending a work event, **you will**:

- Make sure you do not drink too much alcohol.
- Follow all laws.
- Maintain the same standard of behaviour you would during your working hours.
- Always treat others with respect.
- Notify your manager of any concerning behaviour you observe.
- Ensure you use sunblock or use the shade provided, when required.

- Not smoke anywhere where smoking is prohibited by law or anywhere that is not allowed as per any other company policy, even during work functions. This is to ensure all those who attend are protected from the effects of second-hand smoke
- Always adhere to our Code of Conduct.

9 STAY AT WORK/ RETURN TO WORK PLAN

We understand that you may need support coming back to work after time away from the workplace following mental health distress or another health condition. Where necessary, we are happy to talk to your support people/ health professional to see if there are any temporary changes, we can reasonably make to support your return to work or stay at work. We all have an obligation under the Health and Safety at Work Act to ensure the safety of all our employees and ourselves, we will need to ensure any Stay at Work/ Return to Work plans and procedures meet this duty of care and responsibility. What we agree, will be recorded in a Return to Work/ Stay at Work Plan. This plan will outline what both parties will do. This plan might include changing or being flexible about your work for a period of time, where possible. Planned strategies could also include items such as building up your hours gradually, completing tasks you can manage for a specific period of time instead of your usual work tasks, regularly checking with you to see how you are doing and if any additional changes are needed.

When you are back at work, we will continue to communicate regularly to make sure the plan is working for both you and Halswell Timber (Nelson) Limited.

All details will be treated in confidence. Following a discussion with you, and your consent, we may share your information with key people, and only to ensure the wellbeing and safety of you and those around you.

10 BREACHES:

This policy, and the policies referenced in this document, reflect our expectations and how we do things in our organisation. If you are found to have breached one of these policies, and depending on the seriousness of the breach, we may take disciplinary action which could result in the termination of your employment.

11 FINDING SUPPORT:

There may be times when you need help or support to deal with difficult issues or you are helping someone who is close to you deal with difficult issues.

We want to support you wherever we can.

HTL is a member of the Employee Assistance Program (EAP) where you have access to free and confidential practical assistance to support your wellbeing. Call 0800 327 669 or visit eapservices.co.nz.

We will:

- Encourage you to ask for help as soon as you can, to assist in reducing any problems growing, if you or someone close to you needs support.
- Ensure all disclosures are treated with the utmost care and confidence.
- Do what we reasonably can to support you.
- Where possible, allow you time off to deal with issues, as set out in the sick leave clauses of your agreement.

11.1 Mental Wellbeing Support:

You can also find support by:

- Speaking to a manager or colleague.
- Contacting EAP services on 0800 327 669 or eapservice.co.nz
- Visiting your doctor or another health professional.
- Call or text 1737 to speak to a trained counsellor. This Service is free and available 24/7.
- Contacting Youth Line 0800 376 633 or text 234.
- Contacting Lifeline Aotearoa 0800 543 354.
- Contacting Adult Mental Health Service 0800 776 364 (local)
- Contacting Te Piki Oranga (local Maori provider of mental health, alcohol and other drugs services) 0800 672 642
- Contacting Supporting Families in Mental Illness in Nelson 03 546 6090 (local)
- Calling 111 if there is an immediate crisis or emergency.

11.2 Alcohol and Drug Support:

We recognise this is an addiction and has serious health implications. If you drink regularly and/or large amounts and would like to give up there is support available such as:

- Stop drinking information and resources can be found in the following communal areas Main Kitchen, Outdoor Staff Break Area, Office Bathroom, Factory Bathroom, Treatment Plant Bathroom.
- Your doctor has additional information and support they can provide you.
- We can review your work tasks with you during the periods you have strong withdrawal symptoms.
- We may be able to provide you with time off for your initial visit to the doctor or to a alcohol support service, this will be at your managers discretion.
- You find more information on this website <https://alcoholdrughelp.org.nz/helpline/> Or call them on 0800 787 797 or text them on 8681, this is a free service available 24/7.
- You can also contact the Nelson Marlborough District Health Board's Alcohol and Drug Addiction Services on 03 5461794 or their after- hours emergency services on

03 5461800 or visit this website for further information

<https://www.nmdhb.govt.nz/health-services/mental-health-and-addiction-services/alcohol-and-drug-services/>

11.3 Smoke-Free Support:

We recognise this is an addiction and has serious health implications. If you smoke regularly and would like to give up there is support available such as:

- Stop smoking information and resources which can be found in the following communal areas Main Kitchen, Outdoor Staff Break Area, Office Bathroom, Factory Bathroom, Treatment Plant Bathroom.
- Your doctor has additional information and support they can provide you.
- We can review your work tasks with you during the periods you have strong withdrawal symptoms.
- We may be able to provide you with time off for your initial visit to the doctor or to a stop smoking service, this will be at your managers discretion.
- You can access support for Quitline (www.quit.org.nz or call 0800 778 778 or text 4006) or visit smokefree.org.nz/stopsmoking services for details of your local stop smoking service.
- You can also refer yourself to the Nelson Marlborough District Health Boards Stop Smoking Service using this link <https://www.nmdhb.govt.nz/public-health-service/a-z-public-health-topics/smokefree/stop-smoking-service-referral-form/> or call them on 0800 667 665.