

Health and Wellbeing at Work – Strategic Plan for a Wellbeing Programme

A Pillar of our Vision

To maintain and promote a culture of Health and Wellbeing for our employees and stakeholders.

Our Policy Statement

At Toyota Gibraltar Stockholdings our Health and Wellbeing Policy recognises that health and wellbeing like any other corporate responsibility have to be managed successfully.

We are committed not only to improving performance in the health and wellbeing of staff but we are also committed to health promotion by encouraging the adoption of healthier lifestyles for our staff and stakeholders.

The philosophy which underpins this commitment is one of self-help and individual responsibility within a corporate framework, promoting and supporting good practice to comply with legislation, addressing key workplace risks to health and encouraging a healthy lifestyle culture. A range of specific policies/processes have been adopted in support of this strategy.

Specifically:

As part of the feedback culture and our key roles within the Group, it is our responsibility to promote Health and Wellbeing in the workplace by:

- Collaborative working.
- Ensure praise is given for good work in a timely manner.
- Promote a healthy lifestyle for ourselves and for our stakeholders.

Policies and strategies that support Health and Wellbeing in our organisation are:

1. Smoking Policy

Smoking is prohibited in our building and immediate vicinity of entrance doorways. We will actively support staff who would like to take part in our smoking cessation programme in conjunction with the GHA.

2. A Work/Life Balance Policy

This framework covers the company's work life balance policy as saved in public folders which includes maternity/paternity leave and pay, adoption leave, dependants leave, parental leave, reduced working hours, part time working, flexible start/finish times and lunch times.

3. Stress Management Strategy

Covers the causes of stress at work, risk assessment to address the underlying causes, provision of training and access to help and support services.

4. Harassment Policy

As set out in our employee handbook – this provides staff with advice and guidance about perceived harassment in the workplace.

5. Occupational Health Strategy

Covers service providing independent, impartial and confidential and technical support in all areas relating to occupational health in the workplace. This includes ergonomic assessment by a specialist.

6. Rehabilitation Policy

Our return to work interview policy covers the rehabilitation of staff with a medical condition returning to work following a period of absence from work.

7. Display Screen Equipment Policy

Promotes practical measures to minimise the risk to the health, safety and welfare of all staff using display screen equipment and removes, so far as practicable, any stress caused by the use of display screen equipment through the provision of information and the promotion of good working practices. This policy also provides staff with yearly eye tests paid for by the company and a subsidy for glasses.

8. Manual Handling Strategy

As part of our Health and Safety policy this strategy establishes broad, general guidelines for the assessment and control of risks arising from the manual handling of loads, provision of training and develops a strategy that avoids hazardous manual handling operations where possible and involves assessment of hazardous operations to remove or reduce the risk of injury.

9. Physical Activity and Exercise Policy

The company encourages the benefits of exercise on the health of individuals and has negotiated a corporate rate gym membership, so that it is more accessible to all levels of staff within the Group and facilitates payment.

10. Health Checks

The company provides yearly health checks for staff who are 30 years of age or over. This health check includes, checking of blood pressure, blood test, cholesterol levels and weight. The company also provides a medical allowance for staff and a medical insurance for managers.

11. Hearing Test

The company provides free hearing test by a qualified hearing specialist for all workshop staff who may have their hearing affected due to noise levels. It will also provide adequate protective equipment to reduce noise levels if required and if hearing is affected will subsidise any hearing aids that are prescribed by a hearing specialist.

12. Coaching, Counselling Service

A Trained coach and counsellor in the HR Department are available to all staff to help with issues of conflict or personal issues that can impact staff's performance. This service is totally confidential and is designed to help parties reach amicable solutions to work relationship issues and to provide staff with help or advice in personal issues.

13. HR Library –Mind (Mental Health Charity) booklets

The HR Department has a varied range of mind booklets to help and support staff that are undergoing any type of issues that can affect their mental and physical wellbeing.

14. Mentoring

The company also provides a mentoring programme for all new recruits or for any member of staff who has changed job roles or been promoted.