



Stress at Work Policy

Lead/Owner	CEO
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Related Policies	Bullying, Anti-Harassment and Victimisation Policy
Level of Approval	Board of Trustees

Introduction

Compassionate Inverclyde is committed to providing a healthy and productive work environment for all employees. This policy aims to identify and manage stressors in the workplace, promoting well-being and reducing the risk of work-related stress.

Scope

This policy applies to all employees, contractors, and temporary workers engaged by Compassionate Inverclyde. It covers all work-related activities, including those performed on company premises, during working hours, or while traveling for business purposes.

Responsibilities

Employees are responsible for:

Identifying and reporting any stress-related concerns or symptoms to their manager.

Taking proactive steps to manage stress, such as practicing self-care, seeking support from colleagues or professionals, and prioritizing tasks and deadlines.

Participating in training and development programs aimed at preventing and mitigating stress.

Managers are responsible for:

Creating a positive work environment that supports employee well-being.

Encouraging open communication about stress and related issues.

Providing resources and support to help employees manage stress effectively.

Reporting any stress-related concerns or incidents to CEO or Chair for further action or referral to external body.

Developing and implementing this policy in consultation with employees and senior management.

Providing guidance and support to employees and volunteers on managing stress.

Monitoring and evaluating the effectiveness of this policy regularly, making adjustments as needed.

Identification and assessment of stressors

Compassionate Inverclyde recognizes that work-related stress can arise from various sources, including heavy workloads, tight deadlines, lack of resources or support, conflicts with colleagues or management, and personal factors such as health problems or family responsibilities. To identify and assess potential stressors, we will:

Conduct regular risk assessments of the workplace, taking into account individual jobs, work environments, and organisational factors.

Consult with employees and employee representatives to gather their input and perspectives on stressors in the workplace.

Review absenteeism rates, and verbal and written feedback from staff and management to identify areas for improvement.

Measures to prevent and mitigate stress

To promote a positive work environment and reduce the risk of work-related stress, Compassionate Inverclyde will implement the following measures:

Provide training and development programmes aimed at improving time management, communication skills, conflict resolution, and stress management techniques.

Encourage regular breaks and physical activity during working hours.

Offer access to counselling services for employees experiencing stress-related concerns or symptoms. (6 paid sessions will be authorised by employer then review).

Foster open communication between employees and management, encouraging constructive feedback and suggestions for improving work processes and practices.

Reporting and managing stress

Employees who experience stress-related concerns or symptoms should report them to their manager promptly. We encourage employees to discuss any issues related to stress, including its impact on their work performance, attendance, or well-being. In response, we will:

Provide appropriate support and accommodations to help employees manage stress effectively.

Refer employees to relevant resources, such as counselling services, flexible work arrangements, or other forms of support.

Monitor and review the effectiveness of these interventions regularly, making reasonable adjustments as needed. (this will be carried out by CEO).

Monitoring and evaluation

Compassionate Inverclyde will monitor and evaluate this policy's effectiveness regularly, using metrics such as absenteeism rates, and feedback from staff and management to identify areas for improvement. We will update the policy periodically to reflect changes in the workplace or new research findings, ensuring that it remains relevant and effective in promoting a healthy and productive work environment.

Conclusion

By implementing this stress at work policy, Compassionate Inverclyde demonstrates its commitment to creating a positive work environment that supports employee well-being. We believe that by working together, we can reduce the risk of work-related stress and foster a culture of respect, trust, and open communication.

Document version control

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1.0	First version	CEO	07/11/2024