



## **STRESS POLICY**

### Introduction

ADANA CONSTRUCTION LTD is committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stress.

This policy will apply to everyone in the Company. Managers and supervisors are responsible for implementation and monitoring of staff. The Company is responsible for allocating the necessary resources to deal with stress at work issues.

### Definition of stress

The Health and Safety Executive define stress as "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 a positive state if managed correctly, and stress that can be detrimental to health.

### Policy

- The Company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The Company will consult with Trade Union Safety Representatives (If Nominated) on all proposed action relating to the prevention of workplace stress.
- The Company will provide training for all managers and supervisory staff in safe practices.
- The Company will provide confidential counselling for staff affected by Stress, caused by either work or external factors.
- The Company will provide adequate resources to enable managers to implement the Company's agreed stress management strategy.

### Responsibilities

## Managers and Supervisors

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

## Employees

- Raise issues of concern with your supervisor.
- Accept opportunities for counselling when recommended.

This policy applies to all employees of ADANA CONSTRUCTION LTD Company Limited



Jawad Jassim  
Managing Director

Date: 30<sup>th</sup> Sept. 2010