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## Global Employee Wellbeing Policy

### Policy Statement

Yugo will put in place measures to prevent and manage risks to employee wellbeing, together with cultivating a working environment that is both mentally and physically safe.

This policy applies to all employees whether fixed-term, or permanent), consultants, contractors, trainees, seconded staff, casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person or persons associated with Yugo. The policy also applies to officers, trustees, and board members.

### Yugo Commitments

<ul style="list-style-type: none"><li>• Yugo is devoted to providing a work environment that enables and promotes the health and wellbeing of Yugoers. We believe this is key to organizational success and sustainability, as Yugo recognizes that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and organizational performance.</li></ul> <p>Yugo is committed to creating a workplace culture where people from all backgrounds can thrive professionally and personally to achieve their goals.</p>	
<ul style="list-style-type: none"><li>• Yugo is committed to providing a work environment where employees physical, emotional and mental wellbeing can flourish. This means operating the business in a way that encourages activities that promotes the wellness of our global team.</li></ul>	
<ul style="list-style-type: none"><li>• Yugo will:<ul style="list-style-type: none"><li>• Comply with legal obligations in a transparent manner.</li><li>• Promote activities that employees engage with to support their mental and physical well-being.</li><li>• Support the goal setting of wellness for Yugoer's.</li></ul></li></ul>	
<ul style="list-style-type: none"><li>• Ensuring that all staff feel welcomed and a valued part of the company regardless of age, gender, race, religion, sexual orientation etc. is essential to community building and cultural and social wellbeing. This is achieved by ensuring all employees are heard and have an equal opportunity at safely expressing their opinions and concerns. Employees can communicate this through a range of different forum, such as 1:1s, performance reviews, emails, and can approach their line manager or HR as appropriate, or through surveys where they have the opportunity to remain anonymous.</li></ul>	
<ul style="list-style-type: none"><li>• Allowing teams to set expectations and boundaries together ensures that our policies account for a diverse and global work culture.</li></ul>	
<ul style="list-style-type: none"><li>• Every Yugo policy includes a section on Yugo's commitments, including wellbeing considerations. This is designed to help our employees, or to identify where there are opportunities to support a colleague, or identify where staff may be at risk of causing a negative impact on a colleague and makes recommendations for how to navigate through these.</li></ul>	



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| <ul style="list-style-type: none"><li>• If an employee confides in a work colleague that they are in distress or struggling, the work colleague should do what they can to provide appropriate support, by signposting them to their appropriate health authority or EAP service and encourage the employee to discuss their situation with either their line manager or HR, as quickly as possible. Employees are not to provide any support outside of what is usually practiced in first aid, that applies to both mental and physical health, as they are not trained therapists or doctors.</li></ul> |
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## Definitions

Wellbeing is the experience of health, happiness, and prosperity. It includes having good mental health, high life satisfaction, and a sense of meaning or purpose. More generally, wellbeing is just feeling well. The term wellbeing is often interchanged with mental health. This is an incorrect application as mental health forms only one part of holistic wellbeing.

## Process

The aim of this policy is to describe Yugo's commitment to the health and wellbeing of its employees in its broadest, holistic sense, setting out how Yugo fulfils its legal obligations, the responsibilities of different functions and specialists and the range of services available to help employees maintain health and wellbeing.

## Procedure

### Yugo

- Yugo has a legal duty of care to employees, under employment and Health and Safety legislation.
- As an employer, we believe we also have a social obligation - we want our employees to be happy with the type of work they do, feel they are appreciated at work, are happy with their colleagues and the physical environment they are working in.
- Yugo will ensure that its policies and practices reflect these duties and review the operation of these documents at regular intervals.

### Line Managers

- Line managers will put in place measures to minimise the risks to employee wellbeing, particularly from negative pressure at work. Managers must consider possible work stressors, such as demands, control, support, relationships, role and change, and use these to mitigate psychological risks in their teams. For example, managers should ensure that employees understand their role within the team and receive the necessary information and support from managers and team members to do their job. Managers must also



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familiarise themselves with the company's policies on Equality and Diversity and tackling inappropriate behaviour in order to support staff, for example on bullying and harassment issues.

- In particular, line managers must ensure that they take steps to reduce the risks to employee health and wellbeing by:
  - ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications;
  - keeping employees in the team up to date with developments at work and how these might affect their job and workload;
  - ensuring that employees know who to approach with problems concerning their role and how to pursue issues with senior management;
  - making sure jobs are designed fairly and that work is allocated appropriately between teams;
  - involving employees in making these decisions, so that we can account for religious or cultural considerations that might go beyond the knowledge of the manager: and
  - ensuring that workstations are regularly assessed to ensure that they are appropriate and fit for purpose.

## People and Culture

- The HR department will develop organisation-wide policies and procedures to protect the wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the object of helping employees to maintain good psychological health.

## Employees

- Employees must take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, alcohol consumption, smoking and physical activity) and informing the organisation if they believe work or the work environment poses a risk to their health. Any health-related information disclosed by an employee during discussions with managers or the HR department is treated in confidence.
- If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager or the HR department. The discussion should cover workload and other aspects of job demands, and raise issues such as identified training needs.
- If employees have a concern relating to the wellbeing of a work colleague, if they feel comfortable they should ask their colleague how they are feeling, alternatively they can raise with their line manager or with the HR department.

## Occupational Health



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- HR or line managers can recommend occupational health professional referrals to an employee, if felt appropriate. Occupational Health can support by preparing medical assessments of individuals' fitness for work, liaising with GPs and developing rehabilitation plans for employees returning to work after absences related to mental or physical ill health, with reports being shared with the HR department and in turn the appropriate line manager.

### Employee Assistance Programme (EAP)

- Yugo provides an EAP service, the provider varies according to country, contract details can be accessed via line managers or HR. They provide a telephone confidential 24/7, 365 days a year service. Accredited counsellors and experienced information specialists offer support and signposting across a range of personal legal, medical, health and wellbeing issues, as well as a telephone counselling service.

### Health Promotion Initiatives

Yugo develops and runs a range of training and health promotion initiatives designed to raise awareness of health and lifestyle issues affecting health and wellbeing. The HR department will have primary responsibility for leading these programmes, but line managers and employees will be expected to participate. These programmes will be evaluated to determine their effectiveness.

The training and health promotion initiatives will cover:

- stress management;
- neuro-diversity awareness;
- bullying and harassment;
- lifestyle behaviors e.g. alcohol, drugs and smoking; and
- physical activity and fitness.

### Training and communications

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The training and health promotion initiatives will cover:

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- bullying and harassment;
- lifestyle behaviours e.g. alcohol, drugs and smoking; and
- physical activity and fitness.



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## References and Further Reading

Global Equality and Diversity Policy

Global Anti-Harassment Policy

Global Grievance Policy

Global Whistle Blowing Policy

Global Absence Management Policy

All Security Policies

All Health and Safety Policies

<https://www.mind.org.uk/information-support/tips-for-everyday-living/wellbeing/wellbeing/>

<https://www.hse.ie/eng/about/who/healthwellbeing/>