



# Wellbeing Policy

Nov 2023

## Introduction

Poole Harbour Commissioners takes a holistic approach to wellbeing. We understand that there is no one size fits all approach, and this is why our wellbeing strategy has considered the unique needs and characteristics of the organisation and our workforce.

This policy is in conjunction with PHC’s health and safety policy, please refer to this for more information on occupational health initiatives and risk assessments in line with the physical and emotional wellbeing of the workforce surrounding workplace activities.

## Purpose

The purpose of this policy is to detail the comprehensive range of services Poole Harbour Commissioners provide to all our employees incorporating four key areas: Financial, Emotional, Physical and Social Wellbeing. PHC take a proactive approach to helping our people to look after their wellbeing and our focus continues to be on providing the best tools to enable this.

Throughout this policy we have detailed non contractual benefits and our Employee Assistance Programme.

## Financial wellbeing

Financial wellbeing is our ability to meet our financial needs and goals. It is also about feeling secure and in control of our finances. Poole Harbour Commissioners offers a range of financial benefits to our employees, including:

- Competitive salaries and benefits
- Pension scheme
- Discretionary bonus scheme

In addition, we are keen to offer support to our employees with the rising cost of living by providing the tools to assist in stretching salaries.

PHC have partnered with Perkbox to provide our team members with access to rewards, discounts and benefits that can save money on essential and non-essential items. The benefits app provided by Perkbox includes:

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- An allocation of points that enables our people to claim rewards and purchase perks at no additional cost.
- Easy to use discounts from the biggest brands in food, tech, entertainment, DIY and more.
- Deals that cover everything from supermarket savings to days out.
- Debt and financial services can be accessed through the employee assistance programme (details below).

### Emotional wellbeing

Emotional wellbeing is our ability to think clearly, manage our emotions, and cope with stress. It is also about having a sense of purpose and meaning in life.

Poole Harbour Commissioners is committed to creating a positive and supportive work environment. We offer a range of initiatives to help our employees maintain good emotional wellbeing, including:

- An Employee Assistance Programme (EAP) from Health Assured.
- Training and Development opportunities
- A focus on providing good work and effective and supportive Line Management.

Available on the wellness hub that can be accessed through the Perkbox App, our people can gain access to our EAP and includes the following services:

- Up to six face to face, telephone or video counselling, including telephone Cognitive Behavioural Therapy (CBT) counselling, per employee, per issue, per year.
- Unlimited access to 24/7/365 confidential telephone helpline.
- Up to 5 sessions of Right steps Menopause CBT.
- Coverage for spouse/partner and dependants.
- Legal Information Services.
- Debt and Financial Services.
- 24/7 crisis assistance telephone support
- Family advice line on topics such as childcare and eldercare

You can gain access to this programme by contacting the Executive Assistant.

In addition to this, within the wellness hub our people can access a suite of resources aimed at preventing issues such as burnout whilst reducing anxiety and improving overall mental health wellbeing.

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The carefully selected resources include:

- An ever-growing range of content from workout videos, to guided meditations to soothing sleep stories.
- Something to suit your mood at any given moment — whether you are looking to exercise, calm your mind, set and achieve goals, and lots more!
- Quality content is produced by industry experts, including Sanctuary, House of Wellbeing and My Online Therapy.

## Physical wellbeing

Physical wellbeing is your overall physical health, which includes your diet, exercise, and sleep habits. It is also about your ability to stay healthy and prevent and manage illnesses.

Poole Harbour Commissioners supports its employees wherever possible in adopting, healthy lifestyles. We offer a range of initiatives to help our employees improve their physical wellbeing. We have taken a multi-tier approach to supporting our people with their health:

- **Perkbox:** This gives you free access to online gym classes, yoga sessions, and workout videos. You also get healthy savings on fitness gear supplements and discounted memberships at thousands of gyms. To find out more please head to the Perkbox App.
- **Live Well Dorset:** This is a free, on-site health check that is offered every 6 months. It is affiliated with GPs across Dorset and includes cholesterol and blood pressure tests, access to nutritional advice, and other health referrals, such as for addiction issues. For more information on how to book a slot, please contact the Office Manager.
- **Cycle to Work Scheme:** PHC is a member of Cyclescheme, offering staff the ability to benefit from tax and national insurance savings and spread the remaining cost over 12 months, interest free, when they buy a bicycle.
- **Eye tests for staff using computer screens with contribution towards spectacle purchase.**

## Social Wellbeing

Social wellbeing is our ability to connect with others and build strong relationships. It is also about feeling a sense of belonging to our community.

Poole Harbour Commissioners encourages our employees to socialise with each other and to get involved in the community. We offer a range of initiatives to help our employees improve their social wellbeing, including:

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- Social events and activities (please speak to your Line Manager for more details).
- Volunteering opportunities (please contact our Health and Safety Manager for more details).

### Conclusion

Poole Harbour Commissioners is committed to providing our employees with a healthy and supportive work environment. We believe that a healthy and happy workforce is a productive workforce. We encourage all employees to take advantage of the wellbeing resources and initiatives that we offer.

### How to access support

If you have any questions about the wellbeing policy or if you would like to access any of the support resources that we offer, please speak to your Line Manager, or contact the Executive Assistant.

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