Wellbeing Policy

Introduction

Amey is fully committed to working proactively to promote healthy working environments for its employees, and providing employees with the tools and support to improve their health and wellbeing to allow them to reach their full potential and thrive.

The Wellbeing Policy will be reviewed on a quarterly basis in response to any challenges our employees face and where appropriate it will provide wellness solutions to support them.

This policy should be read in conjunction with the company’s Health and Safety, Occupational Health, Sickness Absence, Flexible Working, Family Friendly and Smoking at Work policies.

Principles

Amey’s Wellbeing Policy is designed to facilitate a holistic, proactive and preventative approach to supporting employees’ health and wellbeing at work. This will be achieved through providing an accessible, supportive, 360° approach to wellbeing via our Wellbeing Framework that our people can trust. It provides employees with a variety of health and wellness options, where there is something suitable for everyone to ensure the physical, mental, financial and social wellness needs of our people are proactively met in a way that works for them, providing both choice, information and supportive solutions where appropriate.

In addition, the policy and framework will:

- Ensure that awareness of wellbeing is raised amongst employees, managers, clients and our supply chain which may encourage the improvement of individual overall health.
- Provide a health and wellbeing programme to enhance opportunities for both local and national partnering, working with external suppliers.
- Establish Amey as an employer of choice for both employees and clients, and one which is committed to improving the wellbeing of its workforce.
- Offer guidance and practices and procedures to enable managers to proactively identify the wellbeing needs of their people, with emphasis on supporting and promoting mental health. Promote a culture and ways of working where employees who may be experiencing a health condition are supported in a consistent, non-judgemental and proactive manner.
- Provide a network of Health Ambassadors focused on mental health and Mental Health First Aiders to raise awareness of and provide proactive, accessible guidance across our business
- Offer guidance to both employees and managers to help recognise signs of poor health, how to manage this effectively and understand the support networks available, both internally and
• Promote a Choices programme to all employees offering a range of flexible benefit options.

The company will also provide employees with advice and support through a free and confidential Employee Assistance Programme (EAP) offering a range of resources, advice and counselling on various topics such as work-related or personal stress, legal queries, financial concerns, addiction, bereavement and many more. The EAP can also be accessed online via www.employeeassistanceonline.co.uk and using the access code ameywellbeing.

Responsibilities

The effective implementation of this policy places the following responsibilities on those identified:

• **Employees** a have a responsibility for their own health and wellbeing.
• **Managers and supervisors** are responsible for ensuring that they are aware of the requirements of the policy and how to access the support for employees seeking advice in relation to health and wellbeing.
• **Amey’s Employee Assistance Programme provider** will support and direct employees who seek advice on wellbeing in a consistent and professional manner.
• **HR and Health and Safety** will share responsibility for ensuring that the necessary information is accessible for all parties.

Revision Status

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<td>05.05 2017</td>
<td>New Policy</td>
<td>Laura Howe</td>
<td>Dan Blake</td>
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<td>Annual Review. Updated content to align to wellbeing strategy</td>
<td>Laura Howe</td>
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