



TITLE	REF	VERSION
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Wellbeing



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Managers must also familiarise themselves with the Activate Learning's policies on Equality and Diversity, Sickness Absence, Grievance and Disciplinary Procedures and the Professional Conduct Policy, also The Learning Philosophy to support employees, 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;
- Communicating effectively and regularly with their teams. Holding regular one to one meetings, and using the Clear Review system to review and feedback on performance. Keeping employees in the team up to date with developments at work and how these might affect their role and

Employees will also be encouraged to establish clubs and groups designed to foster wellbeing, for example lunchtime walking. Employees will be encouraged via Sharepoint and Viva Engage to actively contribute to future health

