



Ann Craft Trust's Wellbeing Policy

September 2024

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Scope

This policy covers all employees, including those on fixed-term or temporary contracts, as well as associates (although some of the resources available through the University of Nottingham may only be available to employees whose contract is with the University of Nottingham).

This policy is not contractual but outlines the way in which we aim to build and maintain a workplace culture that supports the health and wellbeing of individuals within the workplace.

This wellbeing policy is part of a range of policies and information provided by the Ann Craft Trust. This includes our strategic plan and, in particular our values. This wellbeing policy is one example of how we live our values – being honest, professional, inclusive and compassionate help us to look after our own and our colleagues' wellbeing.

What is wellbeing?

The University of Nottingham's wellbeing and mental health strategy, 2024-2026 provides the following definition:

We may each have an individual view of what it is to feel a sense of wellbeing and various definitions of this word exist. To help develop a common understanding of wellbeing for this strategy and in our discussions, building on the Oxford English Dictionary definition of the word, our university's suggested definition is: An individual's state of health and happiness, which may be enhanced by our university experience, lifestyle choices and community ('wellbeing'). Our state of health, which underpins our feelings of wellbeing, has two components, outlined below.

a. Physical health

Our physical health relates to our bodies. It can be impacted by our genetics, lifestyle choices and environment, amongst other factors, many of which are outside of our control. We each have a responsibility to ourselves to maintain the best physical health, which we can achieve through our lifestyle choices, although our University acknowledges that there is not equality in physical health, either at birth or as we develop, and access to healthcare can vary

according to geography, finances and other means. Good physical health if achieved can, however, improve our mental health and vice versa.

Taking care of your physical body is good for your mental health. The mind and body interact and influence one another in complex ways. Physical illness can make managing your mental well-being more difficult. Stress, lack of energy, poor sleep, and other problems can also take a toll on how you feel mentally.

[https://www.verywellmind.com/why-you-should-take-care-of-your-body-and-your-health-](https://www.verywellmind.com/why-you-should-take-care-of-your-body-and-your-health-3145077#:~:text=Taking%20care%20of%20your%20physical,on%20how%20you%20feel%20mentally)

[3145077#:~:text=Taking%20care%20of%20your%20physical,on%20how%20you%20feel%20mentally](https://www.verywellmind.com/why-you-should-take-care-of-your-body-and-your-health-3145077#:~:text=Taking%20care%20of%20your%20physical,on%20how%20you%20feel%20mentally)

b. Mental health

Our mental health relates to our brains and minds. Our university's suggested definition, building on those of the World Health Organization ('WHO') and the charity Mind, is:

'The state of an individual's ability to think, feel, react and do ('mental health').'

This definition in isolation is neutral. 'Good' or 'positive' mental health might therefore be defined as:

'A state of an individual's ability to think, feel, react and do that is helpful for our work at the university and which allows us to live our lives as we wish ('good mental health').'

'Poor' mental health might be defined in the reverse as:

'A state of an individual's ability to think, feel, react and do that prevents us from being able to manage our work at the university and which interferes with our ability to live our lives as we wish ('poor mental health').'

Mental health conditions, such as (though not limited to) depression and anxiety, can make it more likely that we experience periods of poor mental health, although one may experience poor mental health even without a mental health condition. Similarly, those of us living with mental health conditions can also experience good mental health, in the right conditions.

Our university acknowledges that being employed and having the right challenges at work can enhance our mental health and thereby improve our wellbeing, if we avoid overwhelm and stress. Job quality (in particular, feeling a

sense of control over, and variety in, our work tasks and career progression) can also enhance these positive feelings.

Policy Statement

This policy has been developed to support staff across the Ann Craft Trust in maintaining and improving their mental and physical health and wellbeing. There are a number of excellent wellbeing resources available as an employee of the University of Nottingham however, as an independent organisation, the Ann Craft Trust feels it is important that we set out our own approach to wellbeing.

We are committed to ensuring that while working for the Ann Craft Trust, all employees are given the opportunity to ensure their health and wellbeing is supported. We want to provide a culture that empowers individuals to take positive steps to improve their health and wellbeing when at work.

Our aim is to ensure that we offer appropriate workplace health and wellbeing initiatives. We know that doing this can help people to feel more satisfied in their role, more able to face the challenges they face and generally happier 😊.

The aim of this policy is to:

- promote positive mental and physical health and wellbeing
- empower all staff, trustees and associates to take care of ourselves, both physically and emotionally
- provide support to line managers in how to manage mental and physical health
- signpost line managers and employees to information, resources and tools available within the University of Nottingham that can aid mental and physical health and wellbeing
- outline roles and responsibilities within the Trust in relation to mental health and wellbeing

By doing so, it will help us to:

- Meet our legal obligations around mental health and wellbeing
- Be properly equipped so that we can help employees in need of support

- Create a culture that seeks to maintain and proactively improve employee mental and physical health and wellbeing
- Normalise conversations around mental health at work

We will set out an implementation plan, based on our commitments below, to support this policy. We will regularly review our progress and share this with everyone across the Trust.

Responsibilities

Our responsibilities as an Organisation

We will:

- provide training, instructions and information to employees that enable them to carry out their work without risk to health
- to provide support and guidance to any member of staff experiencing mental health issues
- adopt a proactive approach towards the prevention of poor mental health and wellbeing
- make appropriate measures and facilities available that support a working environment which promotes positive mental and physical health and wellbeing
- ensure that each new employee is given induction training which covers the importance of taking positive steps at work to support their own mental and physical health and wellbeing
- ensure that all managers are aware of their roles and responsibilities in implementing a positive culture supporting the mental and physical health and wellbeing of all employees.

Our responsibilities as Employees

We encourage all employees to be supportive of our commitment to maintaining a positive mental and physical health and wellbeing culture by:

- ensuring we are aware of all our responsibilities regarding mental health and wellbeing
- following healthy working practices as detailed within the University of Nottingham's wellbeing intranet pages
- following our 'flexible working and right to disconnect' policy
- support the development, implementation and review of our wellbeing implementation plan
- informing our manager of any serious or imminent danger and reporting any shortcomings we see in health and wellbeing arrangements
- seeking guidance from our manager if we are in any doubt concerning any health and wellbeing safety issue.

Supporting healthy working practices to promote wellbeing

In addition to the resources and support available through the University of Nottingham's wellbeing initiatives, the Ann Craft Trust is committed to developing the following initiatives. These are based on the feedback from employees when asked the questions; 'what would help to support your wellbeing at work' and 'what things would empower you to support your own wellbeing at work':

- holding regular, formal 1:1s with all staff, with personal wellbeing being the first standing agenda item. 1:1s should also include discussions about what work we won't get done not just what we will do. This will be done through the development of an individual workplan.
- use an Ann Craft Trust relevant Appraisal and Development Conversation to ensure a two way conversation about staff development, linked to priorities, aspirations, and where feasible, interest
- offering a Wellness Action Plan to all staff
- carrying out an annual, ACT specific staff survey regarding wellbeing and take action based on the findings
- providing funding for 2x mental health first aiders from within ACT

- provide relevant mental health training to managers of staff, and interested staff around mental health, wellbeing
- setting out a flexible, agile working approach as a standard way of working, through the introduction of our 'ACT flexible working and right to disconnect' policy (see attached)
- Re-design the office space to ensure that it is a welcoming space that includes the right equipment to support good physical wellbeing and (Ann Craft Trust) greenery
- Having a standing agenda item on all team meetings to discuss wellbeing
- Have standing agenda items on all team meetings for reflection and celebration time
- Support staff to use online calendars effectively, including down time so that colleagues know when we are available (see flexible working and right to disconnect policy)
- Provide staff with the equipment they need to do their job, such as office equipment
- Share relevant information, guidance and tips from the University of Nottingham's wellbeing hub: <https://www.nottingham.ac.uk/hr/your-benefits/your-wellbeing/yourwellbeing.aspx>

The things listed above will form our wellbeing action plan, setting out how and when we will implement these initiatives.

[Links to University of Nottingham Policies](#)

- Equality, Diversity and Inclusion Policy
- Absence Due to Ill Health and Injury Policy
- Bullying and Harassment Policy
- Flexible Working Policy
- Grievance Policy
- Menopause Policy

- Health and Safety Policy
- Stress at Work Policy

The above list is not exhaustive.