

Stress, Fatigue & Emotional Wellbeing

Purpose

To promote the wellbeing of all employees by addressing stress, fatigue, and emotional health issues. This policy aims to create a supportive and open work environment where employees feel comfortable discussing and managing their wellbeing.

Scope

This policy applies to all employees and contractors at KFL. It covers all aspects of stress, fatigue, and emotional wellbeing, whether arising from work, home, or other personal circumstances.

Policy

1. Introduction

KFL believes that happy workers create happy teams and great outcomes. We recognise that situations impacting our day-to-day wellbeing are real and significant. KFL is committed to working with our people to identify and address issues that may prevent a positive work experience.

Stress and fatigue are as real and important as any physical hazard. Recognising and addressing these issues is a strength. It is crucial that our workers feel encouraged to speak up and feel supported by the company.

2. Statement of Intent

KFL strongly encourages employees to communicate with leadership about any concerns affecting their wellbeing. We will monitor for signs of stress, fatigue, or emotional distress and follow up with a supportive and empathetic inquiry.

When an issue is identified, KFL leadership and the affected employee will discuss and agree on the most suitable support mechanisms, which may include:

- Flexible work arrangements or leave.
- Sessions with a life coach.
- Resolution meetings for any team-related issues.

KFL is dedicated to fostering an open, values-based workplace culture where acknowledging stress is seen as a personal strength. It is critical that employees feel secure enough to discuss these issues openly.

Procedure

3. Identifying Stress, Fatigue, and Emotional Wellbeing Issues

- Employees are encouraged to self-monitor and recognise signs of stress, fatigue, or emotional distress.
- Employees are encouraged to keep an eye out for signs of stress, fatigue, or emotional

distress in their teammates and support them to talk to the counsellor.

4. **Assessment and Support Mechanisms**

- The team leader, in collaboration with the employee, will determine suitable support mechanisms, which may include:
 - Sessions with a life coach or counsellor.
 - Flexible work arrangements or leave.
 - Resolution meetings for any team-related issues.

5. **Follow-Up and Monitoring**

- Regular follow-up meetings will be scheduled to monitor the employee's progress and wellbeing.
- Adjustments to the support mechanisms will be made as necessary based on the employee's feedback and progress.

6. **Training and Awareness**

- Regular training sessions will be conducted for all employees on stress management, fatigue, and emotional wellbeing.
- Awareness programs will be implemented to promote a supportive and open workplace culture.

7. **Documentation and Confidentiality**

- All discussions and support mechanisms will be documented and stored confidentially.
- Only authorised personnel will have access to these records to ensure privacy.

8. Acknowledgment:

I acknowledge that I have read and understood this policy & procedure "Stress, Fatigue & Emotional Wellbeing"

Name:

Sign:

Date: