

HEWETT HOUSE – NAPIER GIRLS' HIGH SCHOOL

POLICY ON EMPLOYEE ASSISTANCE

Rationale

To comply with the legal requirements of the Health & Safety in Employment Act (1992) and its amendments.

Objectives

- To promote awareness of workplace stress as a potential health hazard.
- To reduce, as far as possible, unreasonable workplace stress on employees.

Guidelines

- 1 Hewett House will promote an awareness of the issue of workplace stress. Senior staff will be trained to recognise potential workplace stress situations and to deal with them within the resources of the Hostel. Staff will need to be educated and trained in strategies to reduce unhealthy stress levels.
- 2 Hewett House will put in place clear guidelines that aim to identify, reduce and manage unhealthy stress. Hewett House will have a clear process for considering and responding to complaints and concerns from employees and for identifying and minimising hazard levels of workplace stress.
- 3 The staff will be made aware of the need to take responsibility for their own stress levels including regular holidays, effective time management, effective and efficient daily planning and reporting unhealthy levels of stress to the Manager.
- 4 Hewett House will develop systems of recording information relevant to employees' vulnerability to workplace stress. This will be in consultation with staff.
- 5 Hewett House will implement an EAP (Employee Assistance Programme) for those employees who are prone to stress or whose personal circumstances make the work environment stressful.
- 6 Hewett House will ensure that an employee who needs sick leave for workplace related illness is properly supported when he/she returns to the Hostel.