

# Employee wellbeing

The health and wellbeing of each member of the team is a top priority at Kingsfleet. We strive to make life at work a source of personal fulfilment and continually collect and respond to employee feedback.

As a local family business, we genuinely care about each member of our team. We also understand that employees with higher levels of wellbeing are more engaged and productive and will ultimately deliver a better service to our clients.

To support our employee wellbeing, we have the following policies and processes in place:

## **A friendly working environment**

The best kind of workplace for positive wellbeing is one in which employees feel comfortable. Many of the visitors to our office remark on the welcoming, friendly and calm atmosphere that they notice when they visit us. As a local Suffolk company, we are also heavily involved with a number of local events which support our community and local education; this is always a team effort, and our staff and even our clients often enjoy participating.

## **A positive mental health workplace**

We talk openly about mental health and encourage all staff to seek help if they need it. We have a Wellbeing Statement and strategy in place. One of our team is now fully trained as a Mental Health First Aider having completed a course with Three Eggs. Hannah is equipped with the knowledge to identify those who require mental health support and the confidence to offer assistance when required. All our team recently attended a Mental Health Awareness course.

## **A healthy working environment**

We always ensure that our office spaces comply with best practices of hygiene and cleanliness. Our air conditioning units have office-based controls so that staff can adjust the office temperature as required. To ensure proper illumination of working spaces as well as saving energy, our offices are fitted with highly efficient LED lights. We also provide a wide selection of top-quality teas, coffee, soft drinks and fresh fruit, available for all staff as well as external visitors to our office. Staff are encouraged to take regular breaks from their desk, including enjoying a walk in the fresh air down to the village.

## **An ergonomic workplace**

We continually seek to provide an optimal workspaces for our employees in terms of health and wellbeing. In addition to providing desks and chairs that are fully adjustable and ergonomic, we have a communal space, providing a relaxing area for employees. All staff working areas are assessed each year, or at any relevant change of circumstances, to ensure that our staff are comfortable and safe to work at a computer.

## **A family-friendly workplace**

We support our working parents and have policies to help to balance and benefit both work and family life. We have recently formalised our home working policy, enabling staff to work efficiently whatever their circumstances and juggle the pressures of work/life balance. We see this as having had great benefit for both productivity and staff wellbeing. We ensure that our maternity, parental, shared parental, paternity and adoption leave policies are up to date.

## **A low-carbon office**

Since 2019, each year we have received accreditation at Silver Level by the Suffolk Charter Panel, recognising our efforts to monitor and reduce our carbon emissions. The Silver Level is only awarded



to organisations that, in addition to implementing measures to manage and reduce energy use, have implemented measures that will lead to clear reductions in carbon emissions in the longer term. We encourage and support any developments that pursue our goal to be a carbon neutral business.